DOCUMENT RESUME

ED 211 457 SP 019 144

AUTHOR Stier, William F., Jr.
TITLE Policies, Practices and Procedures of Health, Physical Education and Athletics during the 1980's.
INSTITUTION Ohio Northern Univ., Ada.
PUB DATE Sep 81
NOTE 126p.

EDRS PRICE MF01/PC06 Plus Postage.
DESCRIPTORS *Administrative Policy; *Athletic Coaches; *Athletics; College Faculty; Departments; Educational Objectives; Higher Education; *Intercollegiate Cooperation; *Occupational Information; *Physical Education; Professional Associations; School Responsibility; Teacher Responsibility
IDENTIFIERS *Ohio Northern University

ABSTRACT

This handbook is published for personnel of the Health, Physical Education and Athletics Department of Ohio Northern University (Ada, Ohio). Duties, assignments, and responsibilities of personnel are outlined. General information on the university regulations as well as specific departmental policies, procedures, and practices are set forth. The following areas are covered: (1) departmental philosophy and objectives; (2) national and conference affiliations; (3) general staff policies; (4) staff relations; (5) job descriptions; (6) sports information and public relations; (7) athletic advisory committee; (8) club sports; (9) specific departmental policies, practices, and procedures; (10) tenure and promotion for teaching staff; and (11) governmental regulations. An appendix provides sample forms to be used by staff members for administrative purposes. (JD)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

ED211457

# POLICIES, PRACTICES AND PROCEDURES OF HEALTH, PHYSICAL EDUCATION AND ATHLETICS DURING THE 1980's

By

Dr. William F. Stier, Jr.

Athletic Director

Chairperson: Health and Physical Education

Ohio Northern University

Ada, Ohio 45810

Published by ONU University Press

September 1981

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

William F. Stier, Jr.

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

SP 019 144

## Table Of Contents


SCOPE OF THIS DEPARTMENT HANDBOOK----1

PURPOSE OF THIS DEPARTMENT HANDBOOK----1

INTRODUCTION----2
- Purpose - Intercollegiate Athletics----2
- Specific Assumptions Of ONU's Athletic Program----3

PHILOSOPHY AND OBJECTIVES----3
- The Objectives Of The Intercollegiate Athletic Program----3
- The Objectives Of The Department Of Health And Physical Education----4
- Basic Principles Of The Athletic Program----4

NATIONAL AND CONFERENCE AFFILIATION----5
- National Collegiate Athletic Association----5
- The Association For Intercollegiate Athletics For Women----5
- The Midwest Association For Intercollegiate Athletics For Women----6
- The Ohio Association For Intercollegiate Sports For Women----6
- The Ohio Athletic Conference----6

GENERAL STAFF POLICIES----6
- Standards For Departmental Staff Members----7
- Chain Of Command----7

STAFF RELATIONS----8
- Loyalty----8
- Intercollegiate Athletic Department Staff Structure----10
- Staff And Departmental Assignments----10
- Organizational Chart----12
- Workload----13
- Progress Stoppers----14

JOB DESCRIPTIONS----15
- Chairperson: Health And Physical Education----15
- Athletic Director Of Men's And Women's Sports----18
- Coordinator Of Women's Athletics----22
- Athletic Coach's Reward----23
- Summary Outline Of Expectations Of A Head Coach----24
- Head Coach----26
- Part-Time Coaches----29
- Directors Of Intramurals----30
- Head Athletic Trainer----31
- Equipment Manager----33
- Secretaries/Receptionists/Athletic Budget Clerk/Student Employees----35
- Secretarial/Athletic Budget Clerk----35
- Secretarial Job Descriptions----36

## Table Of Contents

-continued-


SPORTS INFORMATION----------37
Duties And Responsibilities Of The SID----------37
Duties And Responsibilities Of The Head Coach To The SID----------39
Duties And Responsibilities Of The Coach To The Press/Media----------39

MISCELLANEOUS SPORTS INFORMATION POLICIES/PROCEDURES----------41
The Athletic Budget - Sports Information Arena----------41
Announcement Of High School Recruits----------42
Special Press Functions----------42
Special Games -- Promotions----------42
Radio (TV) Broadcasting----------42
Press Box Policies And Control----------43
Announcing Game Schedules At ONU----------43
Scholar-Athlete Recognition----------43
Athletic Speaking Engagements----------43
Athletic Photos - Display Of Photos Within King-Horn----------44

ATHLETIC ADVISORY COMMITTEE----------45

CLUB SPORTS----------46
Procedures To Follow For A Club Sport To Initiate An Official Request To Become Recognized As An Official Intercollegiate Athletic Team At ONU----------48

SPECIFIC DEPARTMENTAL POLICIES-PRACTICES-PROCEDURES----------50
The Annual Report Of Coaches----------50
Multiple Sport Athletes----------51
Transfers----------51
Athletic Awards - Descriptions Thereof----------52
Athletic Award Procedures----------53
Criteria For Athletic Training Participants--Championship Awards----------54
Criteria For Athletic Letter Awards--Student Trainers----------55
Criteria For Athletic Letter Awards--Varsity Athletes (Men And Women)----56
Description Of Special Awards - By Sports (Individual Awards)----------57
Banners - Display Of----------58
Athletic Banquets----------59
Use Of Athletic/Health And Physical Education Facilities----------59
Scheduling Contests/Practices----------60
Pre-School And Out-Of-Season Athletic Activity----------62
Post Season Competition----------63
Travel Arrangements (Transportation, Food, Lodging)----------64
Meal Money----------66
Post Trip Reports/Return Of Vouchers-Money----------66
Lodging----------66
Transportation----------66
Priorities In The Assignment Of Vehicles----------68
Recruiting----------69
Eligibility Of Athletes----------70

## Table Of Contents

-continued-

SPECIFIC DEPARTMENTAL POLICIES-PRACTICES-PROCEDURES - continued
Eligibility - Team Meetings----72
Financial Aid Assistance----73
Work-Study/Student Employees----74
Work-Study/Student-Employees - Procedures----74
Insurance----76
Budget----78
Cash Advances For Travel Purposes And Accounting For Funds----80
Will Call Ticket Policies----81
Complimentary Tickets----81
Ticket Takers----81
Officials----81
Agency Accounts----82
Concessions----82
Equipment/Supplies/Services----83
General Information----83
Equipment/Supply Issue----83
Off Season Equipment----84
Inventory----84
Responsibility Of The Head Coach With Equipment/Supplies----84
Laundry Service----85
Emergency Procedures -- Failure Of Scoreboards----85
Keys -- Locks----85
A-V Equipment And Supplies----86
Athletic Training----87
General Information----87
Student Athletic Managers And Trainers----87
Competitive Season-Athletic Training Rules/Regulations----88
Procedures For Obtaining Medical Examinations----89
Referral To Medical Specialists----90
Liability For Injuries----91
Authorization For Medical Service----91
Student-Athlete Conduct----92
Disciplining Of Players----93
Formal Grievance Procedures----94
Code Of Conduct And Appearance----96
Student-Athlete Regulations----96
Eligibility Of Athletes----96
Office Procedures----97
Telephone Messages And Calls----97
Specific Events And Announcements----98
Office Supplies----98
Greeting Visitors To King-Horn----98
Secretarial Assistance----98
Telephone----99
Program/Sales----99
Athletic Sports Managers----100
Passes To King-Horn Convocation And Physical Education Center----100

## Table Of Contents

-continued-

TENURE AND PROMOTION FOR HPE & A TEACHING STAFF----------101
Tenure Criteria----------101
Promotion Criteria----------102

GOVERNMENTAL REGULATIONS----------103
Title IX----------103
Section 504 Of The Rehabilitation Act Of 1973----------103

APPENDIX----------104
Appendix I: HPE & A Staff Members Biographical Information----------104
Appendix II: Athletic Questionnaire----------105
Appendix III: Annual Report For Coaches----------106
Appendix IV: Athletic Itinerary Form----------107
Appendix V: Home Contest Team Roster----------108
Appendix VI: Personal Data Information Sheet----------109
Appendix VII: Driver Authorization Form----------110
Appendix VIII: Audition Injury Release (AIAW)----------111
Appendix IX: Statement Of Agreement By Student-Athlete----------112
Appendix X: Absent From Class Form----------113

## Scope Of This Departmental Handbook

This handbook is published for compliance of all department personnel within Health, Physical Education and Athletics. The appointment of faculty and/or staff members is to be governed by various departmental documents, the department handbook as well as the University handbook and policies. Faculty and staff members are urged to become familiar with the information contained within the University handbook as well as with the Health, Physical Education and Athletic Handbook.

Deviations from the established procedures described herein are not authorized without written permission of the Department Administrator. When there is a conflict between this department handbook and the University handbook, the latter shall take precedence.

## Purpose Of This Departmental Handbook

It is the purpose of this document to provide an opportunity for all line and staff personnel (and other interested administrators and Athletic Advisory Committee members) to become familiar with pertinent data relative to the assignments, duties and responsibilities of personnel within this department. In addition, this handbook shall afford general information relative to the University regulations and to inform segments of the University community of the departmental policies, procedures and practices. Finally, this handbook shall facilitate the realization of the meaningful goals and objectives of this department within Ohio Northern University thereby justifying the confidence and trust which this institution has placed in each of the members of this department in accomplishing our respective missions.

The department of HPE & A also publishes two other policy/information instruments. First, the King-Horn/Intramural Brochure. Second, the Athletic Training Booklet. These two publications serve to acquaint a limited population of specific rules and regulations and opportunities within the areas of athletic training, intramural activities, recreational activities and other related activities within King-Horn. Readers are directed to both of these publications for additional information concerning these areas.

## Introduction

Ohio Northern University supports a well regulated, balanced program of intercollegiate athletics for women and for men. The institution also provides a dynamic, challenging and diversified academic program in the area of Health Science, Physical Education, Recreation, Drivers Education, Athletic Training, Coaching Certification. Within the HPER & A arena the above entities are closely interrelated and utilize common personnel, equipment and facilities. The organizational chart on page 12 reflects the structure and interrelationships of this multi-faceted department.

The athletic program assumes the role of a builder of an esprit de corps for students, faculty, staff, administration and various other segments of the University community as well as numerous publics. A common spirit existing among members of the University should and is expected to inspire an enthusiasm and dedication which is a significant benefit to the entire University community.

Intercollegiate athletic activities must necessarily remain supplementary and complimentary to the essential academic purposes of any University. The intercollegiate athletic program at Ohio Northern University shall be administered within the academic confines of the institution and shall not be an entity unto itself.

Competition should always be on a level which would be comparable and challenging for the student-athletes participating in the various sports. Participation and competition should never create disinterest or frustration. Changes in the general athletic scene in this country, and in the ability and scope of the total athletic program here at ONU, and in the University itself, shall require a continuous evaluation and assessment of the role which intercollegiate athletics assumes within Ohio Northern University.

## Purpose - Intercollegiate Athletics

Ohio Northern University -- through its intercollegiate athletic program -- strives to accept the responsibility of creating (through proper leadership and allocation of resources) an environment which provides the individual student-athlete with an opportunity to achieve personal, educational and moral values. The institution strives to develop intellectual, social, moral, emotional, cultural and vocational growth and development as well as the physical dimension of "man/woman".

As students become exposed to the psychomotor, cognitive and affective experiences associated with intercollegiate athletics, they should gain significant exposure to sportsmanship and have an opportunity to develop character. Included within the definition of "character" would be such terms as loyality, cooperation and teamwork, clean living and right thinking. Through athletics "we", the University, the students, are approaching and encouraging a way of life which is sound and fundamental to the American "way of life".

## Specific Assumptions of ONU'S Intercollegiate Athletic Program

1. Collegiate athletics are an integral part of the educational system.
2. Collegiate athletics are for the students who participate in them.
3. Collegiate athletics should enable participants to develop specific, valuable and beneficial qualities.
4. Collegiate athletics should enable participants to realize meaningful and long lasting benefits and advantages as a direct result of such involvement.
5. Collegiate athletics should provide enjoyable and "fun" experiences for the participants and members of the general University community.

## Philosophy And Objectives

The program of intercollegiate athletics at Ohio Northern University is organized and conducted as an integral aspect of the educational program of the institution. The athletic program is also considered to be an integral phase of the total program of Physical Education, thus providing opportunities for the highly skilled student to participate with others of similar interests, abilities and needs.

The administration, leadership and supervision involved in athletics are comparable to those of other facets or phases of the University's educational services and programs. The coaches in the intercollegiate sports program are (for the most part) regularly employed faculty members within the University.

In order to accomplish the goals and objectives of the athletic department, a broad and varied program of intercollegiate sports for men and women is provided. The athletic department and the University constantly evaluates existing programs, practices, procedures and policies in an attempt to maintain and improve the high standards under which the athletic department operates at Ohio Northern University.

There shall be no attempt to classify intercollegiate sports as minor and/or major. It is the belief of the department and of the University that all sports should be classified as major/significant. The criteria should be the interests and needs of the students and the University community and not merely the extent of the spectator appeal.

## The Objectives Of The Intercollegiate Athletic Program

1. To provide a form of student educational activity which is an accepted part of collegiate life.
2. To provide an athletic program which demonstrates the positive values of good physical condition, learned skills and sportsmanship acquired by the participants.
3. To provide as broad and varied a program of intercollegiate sports as is feasible in light of available resources (time, money, staff, facilities, equipment, supplies, support, etc.).

4. To provide a vehicle which is a recognized builder of morale and esprit de corps among college students, staff, faculty, administration, alumni/ae and various publics.
5. To create among the total "publics" an increased interest in loyality to the University and to the goals and objectives of the University community.
6. To create an atmosphere of fun, pride, enjoyment and satisfaction surrounding the intercollegiate athletic activities.

The Objectives Of The Department Of Health And Physical Education

1. To provide health, physical education, recreation and athletic training experiences and classes for Ohio Northern University.
2. To provide free time recreational facilities and activities for the University students, faculty and staff.
3. To provide major professional preparation programs and opportunities in Health, Physical Education, Recreation, Coaching, and Athletic Training.
4. To provide planned recreational facilities and competitive activities for students, faculty and staff.
5. To provide recreational facilities for community adults and families when such useage does not impinge upon the use of the facilities by students, staff and faculty.
6. To provide facilities for Ohio Northern University sponsored activities.
7. To create among the total "publics" an increased interest in loyalty to the University and the goals and objectives of the University community.
8. To provide a vehicle which is a recognized builder of moral and esprit de corps among college students, staff, faculty, administration and alumni/ae.
9. To provide a form of student educational and recreational activity which is an accepted and enjoyable part of collegiate life.

Basic Principles Of The Intercollegiate Athletic Program

1. The athletic program shall be managed and organized in accordance with the best principles of athletic commitments and objectives of the University.
2. Participants on all athletic teams shall be bona fide, full time, enrolled students of the institution making normal progress towards the degree.
3. All professional personnel involved in administering and supervising intercollegiate athletic activities shall (whenever possible) be regularly employed members of the University. In instances where this is not the case, non-University personnel shall be involved only as a temporary, stop gap measure until the services of a regularly employed professional may be obtained.
4. The intercollegiate sports program shall be incorporated into the total pattern of the educational structure in order that the values inherent in athletics are able to be realized by the participants and the spectators.

5. Intercollegiate athletic practices shall be consistent at all times with sound principles of education and in keeping with the spirit and the rules of the National Collegiate Athletic Association, The Ohio Athletic Conference, The Association for Intercollegiate Athletics for Women, The Association for Intercollegiate Sports for Women and the AIAW.
6. All segments of the University shall strive for excellence. The athletic program shall strive for excellence in the same manner and to the same extent as all facets of the University.

## National And Conference Affiliation

### National Collegiate Athletic Association

Ohio Northern University is a member school of the National Collegiate Athletic Association (NCAA) and is governed by the constitution and by-laws of the association. Both the men's and women's athletic program belong to the NCAA (1981-82). A copy of the NCAA manual is made available annually to each coach of men's and women's sports and to the members of the Athletic Advisory Committee. It is expected that each head coach and all assistant coaches will become knowledgeable about the constitution and by-laws of the NCAA which affect their sport(s).

### Fundamental Policy (Art. 2, Sec. 2)

(a) The competitive athletic programs of the colleges are designed to be a vital part of the educational system. A basic purpose of this Association is to maintain intercollegiate athletics as an integral part of the educational program and the athlete as an integral part of the student body, and, by so doing, retain a clear line of demarcation between athletics and professional sports.

(b) Legislation governing the conduct of intercollegiate athletic programs of member institutions shall apply to basic athletic issues such as admissions, financial aid, eligibility and recruiting; member institutions shall be obligated to apply and enforce this legislation, and the enforcement program of the Association shall be applied to an institution when it fails to fulfill this obligation.

### The Association For Intercollegiate Athletics For Women

Ohio Northern University is a member school of the Association for Intercollegiate Athletics (AIAW) and is governed by the constitution and by-laws of the association. It is expected that each coach of a women's sport will become knowledgeable about the by-laws and constitution of the AIAW which affect women's sports. A copy of the AIAW handbook is made available annually to the Athletic Advisory Committee and to the coaches of all women's sports.

## The Midwest Association For Intercollegiate Athletics For Women

The MAIAW is the regional affiliate for the AIAW and consists of member institutions from six midwestern states: Ohio, West Virginia, Indiana, Michigan, Illinois and Wisconsin.

## The Ohio Association For Intercollegiate Sports For Women

The governing body on the state level for those institutions belonging to AIAW is the OAISW.

## The Ohio Athletic Conference

Ohio Northern University is a member school of the Ohio Athletic Conference and is governed by its rules and regulations. It is expected that all coaches will become knowledgeable about the rules and regulations of the OAC insofar as the rules and regulations affect their sport(s). A copy of the OAC handbook is made available annually to each head coach of a conference sport and to the Athletic Advisory Committee members.

The primary object of the OAC is the control of intercollegiate athletics among members of the Conference and with other colleges and universities by the establishment and enforcement of rules and regulations to maintain:

1. A proper balance between athletics and the regular scholastic work of the college.
2. Minimum standards of scholarship for athletes.
3. Standards of amateurism.
4. Faculty control of athletics.
5. Uniform eligibility rules for participants.
6. Satisfactory officials for athletic contests.
7. As fair and equal competition as is possible in the various sports among the member institutions.

## General Staff Policies

The Department of Health, Physical Education and Athletics is dedicated to excellence in all of the academic and athletic programs within the University. The mandate is clear, therefore, to maintain a superior professional staff.

The department of HPE & A is comprised of numerous professional and support staff members working together harmoniously and cooperatively, not only with each other, but with students, staff, faculty and administrators as well as with the various publics for the general purpose of developing a respectable and representative academic and athletic program for Ohio Northern University.

The Departmental Administrator is charged with the responsibility of carrying out the above purpose and is directly responsible, through the Vice President for Academic Affairs, to the President of the University insofar as Athletics are concerned; and, directly responsible, through the Dean of the College of Arts and Sciences, to the Vice President for Academic Affairs, insofar as the Health and Physical Education department is concerned (including intramurals and recreational activities).

As a member of the staff, all requests and commucation shall be directed through proper channels, through the proper chain of command. Only by observing this policy can misunderstandings, confusion and delay be avoided. It is well to remember that the entire program is often judged (correctly or incorrectly) on the basis of the actions and/or statements of a single staff member.

Standards For Departmental Staff Members

1. It is important to remain cognizant of the fact that the staff's primary responsibility is to the attainment of a successful operation of the intercollegiate athletic program and all aspects of the department of Health and Physical education (including intramurals and recreation).
2. Similarly, it is the responsibility of the staff to see to it that there is a successful completion of teaching, coaching and other institutional and departmental assignments, the successful completion of service to the community and the successful completion of research and/or contributions to the professional literature and the profession itself.
3. All employees, regardless of their specific position and/or areas of responsibilities, shall be treated with respect and courtesy.
4. The student-athlete remains, as always, as the coaching staff's primary concern. The student-athlete's academic program, the student-athelte's welfare, health and well-being must always be of the highest priority. The staff exists to serve the student and to enable the individual student to realize his/her goals and objectives.
5. Within the rules and regulations of national and conference legislation, as well as within the guidelines established by the University, the objectives of the Athletic Department and of the athletic staff shall be to remain competitive against similar type institutions as Ohio Northern University and "to WIN".
6. Loyalty to the University, to the athletic program, to the staff and to the students is an absolute must.
7. All staff members are to be cognizant of and support the letter and intent of the rules, regulations, policies, procedures and practices of the department and of the national, state and conference organizations to which this institution subscribes.

Chain Of Command

All teaching staff and all athletic staff are responsible ultimately to the Chairperson of Health, Physical Education/Athletic Director.

Assistant coaches, while responsible to the Athletic Director for their actions and conduct, are directly responsible to their Head Coach for their performances and actions and assignments.

It is expected that all staff members of the department shall abide by the chain of command both within the department and within the total University community. Failure to do so will be evidence of unprofessional and unethical conduct. Please refer to the organizational chart on page 12.

Each and every staff member connected with the department plays a vital role in the department's growth, development, total image and success/failure. It is imperative that each staff member provide a significant contribution to that image, to that growth and development through the maintaining of proper relations with peers, associates, students, faculty, staff, administrators and members of the various publics.

All staff members have the responsibility of acquainting themselves with the rules, regulations and policies of this department, the OAC, OAISW, NCAA, AIAW, MAIAW (insofar as they affect individual staff members) and to abide by the letter and intent of such rules, regulations and policies at all times. It is essential that staff members be firm, fair, honest and consistent in the adherence to these rules, regulations and policies.

## Staff Relations

### Loyalty

When an individual accepts a position within this department and within Ohio Northern University it is expected that the individual will give FULL FIDELITY AND SUPPORT to its programs, to its employees and to its students.

Such fidelity and support necessitates respect for everyone's job and responsibilities. While it is not a necessity to feel a close kindredship to each and every person within the department and the University, it is essential to feel that our department is and can remain one of the better of many excellent departments within an outstanding University.

One must be willing to work in close harmony with each and every staff member and student within this department in the seeking of the department's objectives and goals. Line and staff personnel are expected to be professional, possess integrity and honor, and to maintain a professional work relationship with one's peers, with one's students and the general public.

Boost Ohio Northern University. Boost the athletic arena. Boost all sports. Boost your co-workers. Boost all students. Boost your own sport(s). Take PRILE and be HUMBLE -- they are not mutually exclusive.

Information and data which are shared within the department's staff meetings and offices are strictly confidential and SHALL NOT be disclosed

outside of the meetings to students, to other University "people", or to the people within the community. Professional confidences shall be respected.

Coaches and teachers shall be expected to be greatly concerned with their sport(s) and program(s) -- their own castle(s) -- but they are also expected to demonstrate conceptual skills and to be aware of and concerned with the larger picture involving the total University and the whole department -- the entire kingdom -- and to conduct themselves in such a manner so as to assist the department and the University in meeting the goals and objectives of not only the individual sport or program but of the department and of the University as well.

Since all of the staff are currently or have been involved in highly successful athletic programs -- here and/or elsewhere -- as coaches, it seems reasonable to expect from all staff members within this department the same "teamwork", "cooperation", "integrity", "loyalty", "commitment", "dedication", "support", "assistance", "kindness", "respect", "truthfulness", "helpfulness", "enthusiasm", "sincerity", "courage", "patience", "pride", "energy", "perseverance", "consideration", "unity", "hard work", "long hours", "sacrifice" and "love" as one would expect from the student-athletes involved in one's own successful athletic program/activity.

One should not do less than one would expect from others. In our current circumstances we LEAD and we TEACH as much by example as we do by any other fashion.

IT WOULD BE WELL TO REMEMBER THAT:

> "Nothing ever built arose to touch the skies unless some man dreamed that it should, some man believed that it could, and some willed that it must".
>
> (A suitable postscript would be to add the word "women")

Each staff member should be assured that within this department, where responsibility is given, authority commensurate with that responsibility is also granted. All staff members are vitally involved both in "leadership" and in "followship" and should expect to play significant roles in the course of this department and in the attempt to satisfy the needs of this University and its students.

The time and effort of this department and of the staff within this department shall be directed to the present and to the future. This department is involved in a multi-faceted educational/athletic program and the department's goal is to satisfy the needs of the University community. This translates into meeting the needs of the students, the staff, the faculty and the administration within this University.

Intercollegiate Athletic Department Staff Structure

"An organization is a group of people working together toward common goals with clearly defined lines of authority, responsibility, accountability, and community." (source unknown)

The administrative and staff personnel of this department at ONU are listed below along with the major areas of responsibility for each individual. These areas of responsibility are by no means inclusive for the total and effective performance required within the department, but do serve as a basic representative outline of individuals' areas of expertise and responsibility. The defining of such responsibility will best facilitate all operations of the department. The organization chart on page twelve defines the operational structure and chain of command within this department.

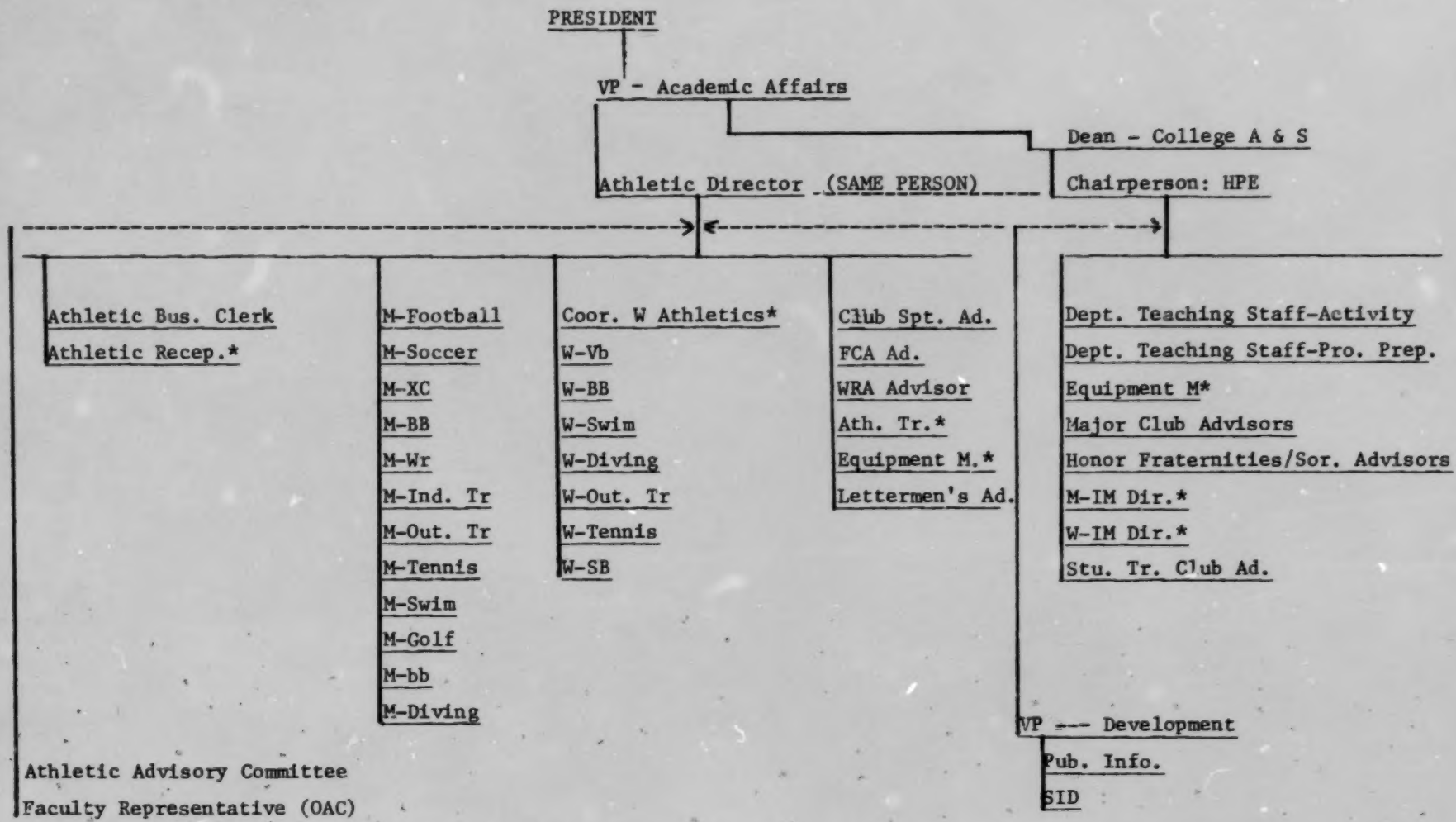
An employee's contract shall specify administrative, academic (if any) and athletic responsibilities and the option to relinguish any one of these assignments is not at the option of the employee. The employee may petition for release (through the department's administrator) of an assignment which will be given consideration on the basis of the total University needs as well as the department's needs and resources.

Staff And Departmental Assignments -- 1981-82 Academic Year

1. Dr. William F. Stier, Jr., Professor HPE; Chairperson: HPE; Athletic Director.
2. Mrs. Helen Ludwig, Professor HPE; Coordinator of Women's Athletics.
3. Mr. Gale Daugherty, Associate Professor HPE; Head Basketball and Head Cross Country Coach.
4. Mr. Joe Campoli, Associate Professor HPE; Assistant Basketball and Assistant Football Coach.
5. Mr. Richard West, Assistant Professor HPE; Head Wrestling and Assistant Football Coach, Men's Intramural Coordinator
6. Mr. Ty Clarke, Instructor HPE; Assistant Football and Head Swimming Coach.
7. Mr. Wally Hood, Associate Professor HPE; Head Football and Assistant Track Coach.
8. Mr. Herb Strayer, Associate Professor HPE; Head Baseball and Assistant Football Coach.
9. Mr. Arden Roberson, Associate Professor HPE; Assistant Tennis Coach.
10. Ms. Sheila Wallace, Associate Professor HPE; Head Volleyball, Head Tennis and Assistant Basketball Coach, Women's Intramural Director.
11. Ms. Gayle Lauth, Associate Professor HPE; Head Basketball, Head Softball and Assistant Volleyball Coach.
12. Dr. Amar Bhattacharya, Head Soccer Coach.
13. Mr. Mark Cook, Head Women's Track Coach.
14. Mr. Bob Bunne, Head Women's Swimming Coach.
15. Dr. Jay Ryno, Head Diving Coach.
16. Mr. Greg Roberts, Assistant Baseball Coach.
17. Mr. Frank McDonald, Head Track Coach.

continued on page eleven

18. Dr. Mark Lenssen, Assistant (men's) Tennis Coach.
19. Mr. Tom Holtsberry, Head Golf Coach.
20. Mr. Jack Mansfield, Assistant Professor HPE; Head AThletic Trainer, Equipment Manager.
21. Mr. Rick Combs, Assistant Football Coach.
22. Mr. Jeff Nicholson, Assistant Football Coach.
23. Mrs. Wilma Willeke, Health, Physical Education and Intramural and Athletic Budget Clerk, Secretary.
24. Mrs. Linda Runser, HPER & A Information Clerk/Receptionist and Secretary.
25. Mr. Ron Dean, Assistant Football Coach.
26. Mr. Art Wiles, Part-time Scuba Instructor.




*Supervision of Student Employees

Workload

The workload of all staff members (professional) within the department of Health, Physical Education and Athletics shall be determined by the Chairperson/Director and approved by the Dean of the College of Arts and Sciences and by the Vice President for Academic Affairs.

The workload of coaches shall reflect their responsibilities in the area of athletics as well as their joint responsibilities and duties in the academic classroom (service/activity arena and professional preparation programs).

The normal full teaching load in the College of Arts and Sciences is 12 quarter hours per quarter plus the usual duties associated with a teaching position such as advising, committee work, research and publications, long and short range planning, independent study, etc.

In the assigning of specific workloads and tasks the Chairperson/Director will attempt to take into consideration such factors as:

1. number of preparations
2. service/activity versus major courses versus professional (academic) preparation courses
3. coaching duties and responsibilities
4. recruiting responsibilities
5. previous teaching experience
6. teaching competencies in specific areas
7. teaching preferences/dislikes of individual faculty members
8. recommendations of individual staff members
9. rotation of specific courses among various faculty members
10. length of time since a particular staff member has taught a specific course
11. needs of the department and of the students
12. competencies of teachers and coaches
13. other areas of responsibility

## PROGRESS STOPPERS

1. Whose idea was that, anyway?
2. We have never done that before.
3. We do not have the time to do that.
4. It's not in the budget and costs too much.
5. Put it in writing.
6. We are not ready for it yet.
7. We do not have enough staff at this time.
8. That has been tried before.
9. The students will not accept it.
10. It will not work at our institution.
11. Things are going good so why change.
12. That is political dynamite around here.
13. Data processing says it will not work.
14. We will think it over for a while.
15. What will the President think?
16. We will discuss that at some other time.
17. Our institution is different.
18. We will form a study committee.
19. It will not work.
20. You are kidding.
21. "It wasn't done that way in 'Taft'".

author(s) unknown

## Job Descriptions

### Chairperson: Health and Physical Education

The Chairperson of Health and Physical Education shall be directly responsible to the Dean of the College of Arts and Sciences.

The duties and responsibilities of the Chairperson shall include the following:

1. To direct, support and improve curriculum and instruction working with the staff and students of the department.
2. To assist in the direction, support and improvement of intercollegiate athletics working with the staff and students of the athletic program.
3. To direct, support, and improve the intramural activities working with and through the two directors (men and women) of intramurals.
4. To participate with the staff in the appointment of faculty, and to transmit the departmental recommendations to the Dean of the College of Arts and Sciences.
5. To participate with the staff in the promotion and tenure of faculty and to transmit the departmental recommendations to the Dean of the College of Arts and Sciences.
6. To participate with the staff in the appointment, retention and promotion of teachers/coaches and make recommendations to the Dean of the College of Arts and Sciences and to the Vice President for Academic Affairs.
7. To direct the construction of the budgets for the department working with the staff members.
8. To exercise responsibility for final decisions at the departmental level in budget allocations and to exercise ultimate responsibility for the supervision of the expenditure of these budgets.
9. To administer, in cooperation with the Coordinator of Women's Athletics, the Director of Men's Intramurals and the Director of Women's Intramurals, the utilization and maintenance of all physical education and athletic facilities, buildings, and grounds.
10. To support and encourage active leadership, improvement, and evaluation of programs within the department.
11. To maintain and improve curriculum in the areas of general, professional and service health, physical education, recreation and athletic training.
12. To assign faculty to classes and plan the class schedules and catalogue copy.
13. To determine workload for individual staff members within the department.
14. To direct the advisement of undergraduate students in the department and to keep such records as are necessary to make these programs effective.
15. To prepare information materials related to the department such as the departmental flyer for the department of Health and Physical Education (published through the efforts of the Dean of the College of Arts and Sciences).

16. To establish and maintain liaison between the department of Health and Physical Education and the public/private schools.
17. To initiate special instructional events/activities/programs to supplement and enhance existing instructional programs.
18. To prepare and present for approval and adoption the annual budget.
19. To conduct periodic staff meetings.
20. To maintain up-to-date course syllabi for general and professional courses within the office of the Dean of the College of Arts and Sciences.
21. To maintain and update orientation materials and information for new faculty in cooperation with the staff and to conduct necessary orientation sessions for new faculty.
22. To conduct periodic in-service professional activities for the department's personnel.
23. To supervise departmental student-teachers.
24. To share and interpret staff's philosophy, feelings, reactions and recommendations with the appropriate administrative officers.
25. To schedule and hold periodic meetings of the staff to discuss the objectives of the department and the means of attaining these objectives.
26. To represent the department to other entities within and outside of the University.
27. To maintain master schedule board for King-Horn Convocation and Physical Education Center.
28. To be reasonably physically fit and to demonstrate a wellness and a positive image (personal and professional) in terms of appearance and actions.
29. To conduct department meetings.
30. To implement long-range department programs, plans, goals and policies.
31. To prepare the department for accreditation and evaluation
32. To serve as an advocate for the department.
33. To monitor library acquisitions.
34. To delegate some department administrative responsibilities to individuals and/or committees.
35. To coordinate the updating of department curriculum, courses, and programs.
36. To monitor faculty service contributions.
37. To evaluate faculty performance and to recommend promotions and tenure status of department personnel.
38. To keep faculty members informed of department, college and institutional plans, activities, and expectations.
39. To work with student government.
40. To communicate department needs to the dean of the College of Arts and Sciences and to interact with upper-level administrators.
41. To coordinate in the improvement and maintainance of the department's image and reputation -- on and off campus.
42. To process department correspondence and requests for information.
43. To complete forms and surveys.
44. To initiate and maintain liaison with external agencies and institutions.
45. To prepare annual reports.

46. To manage department facilities and equipment, including maintenance and control of inventory.
47. To monitor building security and maintenance.
48. To supervise and evaluate the clerical and technical staff in the department.
49. To maintain essential department records, including student records.
50. To foster the development of each faculty member's special talents and interests.
51. To foster good teaching in the department.
52. To stimulate faculty research, publications and creative thinking.
53. To encourage faculty members to participate in regional and national professional meetings.
54. To promote affirmative action.

Athletic Director Of Men's And Women's Sports

The Athletic Director shall be directly responsible to the Vice President for Academic Affairs. The duties and responsibilities of the Athletic Director include the following:

1. To organize and manage the intercollegiate athletic program consistent with the philosophy and purpose of the University.
2. To develop athletic programs which will assure meaningful, enriching, and rewarding experiences to all who participate and/or are involved in the program.
3. To present a complete and up-to-date picture of the intercollegiate athletic program at Ohio Northern University, in terms of its success and its educational functions, to the administration, faculty, students, alumni/ae and community.
4. To develop effective internal communications with all members of the department in order that a smooth running program can be maintained. To inform staff members of athletic decisions made at administrative levels and to organize the internal communications structure of the department.
5. To market and promote the athletic program to the fullest extent possible in an effort to generate and retain the support of the university community -- students, faculty, staff, administration, alumni/ae and general fans and potential fans.
6. To continually envision and plan for the future direction and needs of the department, making recommendations to the administration and to those directly concerned with University development.
7. To serve as the official spokesperson of the department in matters of athletic policy.
8. To serve as the University's representative to the Ohio Athletic Conference (OAC), The National Collegiate Athletic Association (NCAA), The Association for Intercollegiate Athletics for Women (AIAW), The Midwest Association for Intercollegiate Athletics for Women (MAIAW), and The Ohio Association for Intercollegiate Sports for Women (OAISW). The Athletic Director may appoint other staff members to act in the director's place in serving as a representative to such organizations.
9. To maintain open communication channels with the University, athletic directors of other schools, students, news media, staff and the publics.
10. To devise, organize and promote an agressive high calibre game scheduling procedure for all sports.
11. To negotiate, in the name of the University, the game contracts with all opponents.
12. To assume the administrative responsibility for all phases of the intercollegiate athletic program and to delegate specific responsibility and authority deemed appropriate by the Athletic Director.
13. To prepare and present for approval and adoption the annual budget.
14. To oversee the ultimate administration of the budget so that expenses will not exceed the allocation in any specific year.
15. To insure that all University policies and procedures are followed as well as the policies and procedures of the NCAA, OAC, AIAW, MAIAW, OAISW and any other organization to which ONU belongs.

16. To arrange preemployment activities and to arrange interviews and to create procedures for personnel replacement and/or additions to staff positions.
17. To recommend for University approval, qualified candidates when vacancies occur within the department.
18. To continually strive for excellence, measured by performance, in all sports for women and men.
19. To be aware of and to encourage all coaches and student-athletes to be aware of the fact that performance in the classroom is the ultimate purpose of higher education.
20. To present to the Athletic Advisory Committee the matters which are subject to their review, consideration and approval, with all necessary data.
21. To serve as Chairperson of the Athletic Advisory Committee.
22. To appraise and report on the performance of all personnel.
23. To insure that all policies and procedures are scrupulously followed by coaches, athletes and other departmental personnel.
24. To supervise the building spaces, areas, fields and equipment assigned to the intercollegiate athletic program and to insure that all are maintained properly.
25. To supervise the development of the athletic department's physical plant and facilities.
26. To arrange for officials for all intercollegiate contests (upon the recommendation of coaches).
27. To retain the exclusive right to register a complaint in terms of competency of officials, following consultation with the Vice President for Academic Affairs and with the Varsity Coach of the sport in question.
28. To keep informed of standards, progress, and developments of athletics at other universities and conferences.
29. To be responsible for all athletes meeting the eligibility requirements of the University, the NCAA, OAC, AIAW, OAISW and the MAIAW.
30. To serve as the custodian of athletic awards, trophies and emblems won by the University teams.
31. To exercise control over recruiting methods and scouting arrangements and to uphold established policies in this respect.
32. To arrange and supervise the transportation (through the budget clerk) and accomodations for the trips of all athletic teams through the recommendations of the varsity coach of each sport.
33. To approve all travel by members of the athletic staff and to approve the subsequent expense reports.
34. To approve the traveling squad for all teams and the official party accompanying each team.
35. To schedule and hold periodic meetings of the staff to discuss the objectives of the department and the means of attaining these objectives.
36. To serve as official representative of the University's Athletic Department for all visiting coaches and teams and guests and to foster a spirit of mutual respect between rival squads and coaches.

37. To be present -- or to assign a departmental representative -- at selected home contests for those sports in which the coach indicates the need to have such a representative.
38. To guard against any possible infractions of the rules (letter and intent) of the NCAA, OAC, AIAW, MAIAW, OAISW by any member of the athletic staff and/or teams.
39. To approve requisitions for purchase of equipment and supplies through the Purchasing Department of the University. To consult with the Varsity Head Coach and the Equipment Manager in the ordering of equipment and supplies.
40. To approve all invoices and vouchers and to submit them to the accounting office for proper, prompt payment.
41. To approve the contractual payment due to all opponents.
42. To insure that the University receives its contractual revenue from games played.
43. To arrange for insurance to be carried on all student-athletes while these individuals are members of the athletic teams.
44. To supervise and direct the parking arrangements for games.
45. To supervise and direct the utilization of concession area(s) for games and contests and activities.
46. To direct and supervise all personnel needed for crowd control at athletic events.
47. To work closely with the coaches and the Financial Aid Office in the allocation of assistance to students who choose to participate in intercollegiate athletics within the University.
48. To exercise careful control of complimentary tickets.
49. To arrange for the printing of game tickets and to work closely with the business office in respect to the implementation of the policies and procedures governing the distribution and sale of tickets, maintaining proper records and accounting control over the athletic operation.
50. To develop, review periodically and publish the Handbook (Policies, Procedures and Practices) for the department.
51. To arrange for the scheduling of athletic events (games and practices) within King-Horn and the other University athletic facilities (fields, etc.).
52. To disseminate and interpret the rules of the NCAA, OAC, AIAW, MAIAW, OAISW and to implement the policies and procedures of these organizations.
52. To be actively involved in the long range and immediate planning for the department and the University insofar as intercollegiate athletics are concerned.
53. To assist the coaches in their attempts to meet their goals and objectives as stated within the University community. To assist the student-athletes to achieve their objectives as students and as athletes within Ohio Northern University.
54. To represent Ohio Northern University at state, regional and national meetings/conferences (men and women) and to assume governance responsibilities when feasible and when the needs of the university and athletic department can be met. The

Athletic Director may appoint someone to serve in the place of the the Athletic Director as a representative of the University and the department.

55. To continue the development of a program which is both educationally and fiscally sound.
56. To share and interpret staff's philosophy, feelings, reactions and recommendations to the appropriate administrative officers.
57. To direct, support and improve intercollegiate athletics working with and through the staff and students of the athletic department.
58. To participate with the staff in the appointment, retention and promotion of coaches and to make recommendations to the Vice President for Academic Affairs.
59. To establish and maintain liaison between the athletic program and the public/private schools and personnel thereof.
60. To receive input and feedback from staff, students, alumni/ae and members of the general public(s).
61. To conduct department meetings
62. To establish department committees.
63. To implement long-range department programs, plans, goals and policies.
64. To keep faculty members informed of department, college, and institutional plans, activities, and expectations.
65. To communicate with the Vice President for Academic Affairs and to interact with upper-level administrators.
66. To coordinate in the improving and maintaining of the department's image and reputation -- both on and off campus.
67. To coordinate activities with outside groups.
68. To process department correspondence and requests for information.
69. To complete forms and surveys.
70. To initiate and maintain liaison with external agencies and institutions.
71. To prepare annual reports.
72. To manage department facilities and equipment, including maintenance and control of inventory.
73. To monitor building security and maintenance.
74. To supervise and evaluate the clerical and technical staff in the department.
75. To foster the development of each faculty member's/coach's special talents and interests.
76. To foster good coaching in the department.
77. To stimulate athletic research, publications and creative thinking.
78. To promote affirmative action.
79. To encourage faculty/coaches to participate in regional and national professional meetings.

## Coordinator of Women's Athletics

The Coordinator of Women's Athletics reports to the Athletic Director and assumes selected responsibilities (and authority) as delegated by the Athletic Director. Generally speaking, the Coordinator of Women's Athletics assists in the area of women's athletics.

The duties of the person holding this responsibility include:

1. To supervise all phases of women's programs and to be responsible directly to the Athletic Director.
2. To work with the Athletic Director on eligibility for women athletes.
3. To represent the Athletic Director at selected local, state, regional and national meetings and conventions.
4. To keep the Athletic Director abreast of all developments relating to women's athletics and to the various organizations dealing with women's athletics.
5. To maintain individual files on women athletes for eligibility purposes.
6. To coordinate and maintain schedules for all women's sports with the master schedule maintained by the Athletic Director.
7. To coordinate with the women coaches (through the budget clerk) arrangements on team travel, equipment requests, etc.
8. To carry out professional assignments delegated by the Athletic Director.
9. To be present -- or to assign a representative -- at selected home contests for those women sports in which the coach indicates the need to have such a representative.
10. To secure, upon coaches' recommendations, officials for women's contests.
11. To serve on selected committees.
12. To share with the Athletic Director input and data relating to women's athletics as well as the recommendations and feelings of coaches of women's sports.

## ATHLETIC COACH'S REWARD

AN ATHLETIC COACH KNOCKED AT THE HEAVENLY GATE
HIS/HER FACE WAS SCARRED AND OLD.
HE/SHE STOOD BEFORE THE MAN OF FATE
FOR ADMISSION TO THE FOLD.

"WHAT HAVE YOU DONE," ST. PETER SAID,
"TO GAIN ADMISSION HERE?"
"I'VE BEEN AN ATHLETIC COACH, SIR . . .
FOR MANY AND MANY A YEAR."

THE PEARLY GATE SWUNG OPEN WIDE,
ST. PETER TOUCH A BELL . . .
"COME IN AND CHOOSE YOUR HARP," HE SAID,
"YOU'VE HAD YOUR SHARE OF HELL."

author unknown

Summary Outline Of Expectations Of A Head Coach

I. Administrative Duties
   A. Management of staff members and volunteer coaches
   B. Community Relations — coaches, salespersons, press service, etc.
   C. Parents - generates good rapport with parents of players
   D. Services
      1. Plans for transportation, travel, lodging and meals for team
      2. Follows University and departmental policies on matters related to requisitioning and purchasing
      3. Insures that thorough physical examinations are obtained by all players involved and works closely with trainer and team physician
      4. Handling equipment - uses sound judgment in purchasing, utilizing, collecting, issuing athletic equipment
      5. Records and Statistics - maintains adequate records, statistics of player personnel. Cooperates with registrar and Athletic Director on all matters pertaining to athletes' eligibility.
      6. Game details - makes adequate provision for pre-game, half-time, and post-game activities with squad
      7. Game or event scheduling as delegated and as outlined in the Policies, Procedures and Practices Handbook
   E. Teaching - demonstration of competency in teaching and evaluating students within the classroom setting

II. Coaching Competencies
   A. Organization
      1. Staff meetings
      2. Practices
      3. Recruiting
      4. Purchasing equipment and supplies
   B. Leadership
      1. Ability to make decisions
      2. Ability to delegate authority
      3. Aggressive but cooperative--willing to listen and is free with credit to those who merit it
   C. Intercollegiate Relationship
      1. Is respected by league opponents and also nationally by his/her colleagues
      2. Utilizes common sense in providing equal opportunities for opponents
         a. Movies
         b. Practice Periods
         c. Scouting
   D. Advancement
      1. Keeps informed of modern techniques, trends and strategies
      2. Evaluates the present system with staff and applies new trends where applicable

III. On the Field/Court Supervision
   A. Organizes, supervises, coordinates and evaluates practice sessions
      1. Is concerned with the student-athletes' mental and physical well-being
      2. Is able to maintain poise during trying, challenging and tense situations

IV. Recruiting
- A. Has an organized and effective recruiting system
- B. Has good rapport with high school coaches throughout the state and with the bordering states
- C. Is a willing traveler and good "salesperson" for the University
- D. Adheres to the guidelines of the University, Conference, State, Regional and National Associations (OAC, OAIAW, MAIAW, AIAW, NCAA).

V. Competitive Event
- A. Pre-game - assumes responsibility for bringing the staff and the team to the event physically, mentally and emotionally prepared for competition
- B. During event - maintains self-control and exhibits sportsmanship in relations with staff, players, officials, opponents and spectators
- C. Post-game
  1. Accepts responsibility for outcome of event and in victory or defeat is able to congratulate or console team members
  2. Is able to carry on an intelligent common sense press interview
  3. Is receptive to high school prospects, alumni/ae and friends of the University

VI. Relationship with Players and Students
- A. Uses all possible ethical means of motivation
- B. Emphasizes values of competitive athletics, acceptable personal behavior and positive decision making
- C. Serves always as an exemplary professional
- D. Adequate communication with student groups, i.e., student government, school newspaper, cheerleaders, various student groups, etc.

VII. Administrative Relationship
- A. Follows the philosophy and guidelines of the University, the Conference, State, Regional and National Associations/Organizations.
- B. Cooperates with the various facets of the University in matters of administration and business office procedures. Cooperates with the athletic administration on the implementation of department operational procedures.
- C. Accepts constructive criticism and remains accountable for all actions and decisions.

VIII. Competitive Performance Standards

A REASONABLE OR REPRESENTATIVE STANDARD OF PERFORMANCE MAY BE CONSIDERED TO BE A .500 AVERAGE OF WINS AND LOSSES OVER A THREE YEAR PERIOD AGAINST CONFERENCE OR TRADITIONAL COMPETITION ASSUMING THE POSSESSION OF COMPARABLE BUDGETS, RECRUITING RESOURCES, "TOOLS", STAFF MEMBERS, FACILITIES AND ATHLETIC PHILOSOPHY AND POLICIES WITH THE "COMPETITION".

A goal or objective of the athletic department (and of each individual sport) is to win the conference (or state) championship. Similarly, if an All Sports Championship is awarded by a conference it is the objective of this institution/department to be competitive in the "search" for such a distinguished championship.

Head Coaches

The success of an athletic program is determined by the coaches, to a very large extent. They must combine within themselves many qualities such as expert knowledge of a particular sport, skill in imparting this knowledge, supervision, considerable energy, and the ability to inspire a dedicated desire for excellence on the part of their team. The character and the personality of the coaches are vitally important. These qualities affect morale, they influence players, they are important in public relations, they are vital to successful recruiting and they often determine the degree to which a coach can weather failure and stand prosperity.

The Head Coach is directly responsible to the Athletic Director. The assistant coaches are responsible to the Athletic Director through the Head Coach.

Provided below are some specific job responsibilities which men and women coaches are expected to assume in their normal coaching endeavors.

1. To exert complete authority over all matters pertaining to the coaching of the team; such as supervising the practices, determining the training techniques, selecting the team members and traveling squad, and establishing norms for participation in the sports.
2. To recognize that an athlete's main purpose at the University is academic and, as a consequence, not permit the athlete's academic work to be adversely affected by an over-emphasis on sports.
3. To keep informed on all regulations of the NCAA, OAC, AIAW, MAIAW, OAISW as well as specific rules of the University pertaining to intercollegiate athletics. The Head Coach is responsible for the observance of these regulations on the part of his/her assistants and players. The assistant coaches are expected to strive for complete understanding of the NCAA, OAC, AIAW, MAIAW, OAISW rules, policies and procedures as are the Head Coaches.
4. To supervise the conduct of all athletes and managers on trips and to continually impress upon them the high standard of behavior that is expected of them by Ohio Northern University and the athletic department.
5. To be responsible for the physical condition of each member of his/her team. Not to allow or permit an athlete to play if in the opinion of the team physician or Athletic Trainer it would be detrimental to the student-athlete's health.
6. To work with the Athletic Director in the development of team schedules.
7. To recommend the selection of uniforms and equipment and supplies to the Athletic Director for their possible subsequent purchase.
8. To assist the Athletic Director in regard to the arrangement of transportation, accomodations, and meals in connection with road trips by making all such arrangement for the Athletic Director's approval through the budget clerk's office.

9. To cooperate in public relations work under the direction of the Athletic Director and/or Sports Information Director.
10. To work with the Athletic Director in the assignment of officials for home games by recommending officials.
11. To be polite and helpful in his/her dealings with the press, radio and television personnel.
12. To obtain clearance from the Athletic Director and the University prior to endorsing a commercial product and/or accepting other employment (while under contract with the University) outside of this department which might conflict with duties and responsibilities owed to ONU.
13. To submit to the Athletic Director at the conclusion of each playing season the names of those athletes whom he/she feels have earned awards for confirmation. All awards are subject to approval by the Athletic Director.
14. To submit to the Athletic Director, on a timely basis, all "end of season" reports and summaries.
15. To inform the Athletic Director of the suspension or release of any player from the team outlining (in writing) the cause and/or reason for the player's release. Whenever possible, this should be done prior to the suspension or release of the athlete.
16. To plan, develop and recommend the budget for his/her sport to the Athletic Director for review, adjustment and eventual approval.
17. To assist the Athletic Director in the selection of individuals to be recommended for employment as assistant coaches.
18. To be responsible for assigning duties to the assistant coaches and to insure that they are carried out in a proper and timely manner. The assistant coaches are expected to abide by all the policies and regulations established by the University, the athletic department and by the Head Coach. In instances where there are questions, the ruling of the Athletic Director shall prevail.
19. To be responsible for the recruiting of student-athletes under the NCAA, AIAW, OAC, MAIAW, OAISW. All precautions must be taken to insure that no commitments are made to potential recruits that the University is not in a position to fulfill.
20. In sports where the Head Coach is a part-time coach and the assistant(s) is(are) full time, it shall be the responsibility of the assistant(s) to assume many of the day to day obligations such as eligibility, travel, equipment and supply requests, officials, budget, periodic requests, etc.
21. To work as a member of a "team" in terms of the intercollegiate athletic program here at Ohio Northern University and to support the goals, aims and objectives as well as the procedures, practices and policies of this department -- in actual day to day actions throughout an individual's association with the department and the University.
22. To demonstrate loyalty to the University, the department, to one's fellow staff members and to the students.
23. To assist graduates in securing employment upon graduation or completion of their educational experience with Ohio Northern University.
24. To report results of contests to McIntosh immediately following each contest and to report results to SID's office.

25. To work with the SID on all matters pertaining to that office's responsibility with the athletic arena. To help create -- with the assistance and guidance of the SID -- all printed materials needed for his/her particular sport(s).
26. To provide to the Athletic Director a list of all new recruits (and walk ons) within three days of the start of practice.
27. To monitor academic achievement of team members in and out of season.
28. To submit travel itineraries along with list of individuals comprising the travel party for all away trips.
29. To be willing to counsel the student-athletes in personal and/or academic purposes.
30. To work with student organizations/clubs when requested (lettermen's, majors club, honor fraternities/sororities, etc.).
31. To take responsibility for various fund raising projects (concessions, parking, selling of programs, etc.).
32. To take part in student visitation programs.
33. To take part in the department's Speakers Bureau.
34. To supervise equipment inventory and maintenance including field equipment. Inventory of each sport shall be completed by the head coach (exception: football) within 30 days following the completion of the season and shared with the Athletic Director.
35. To maintain records of individuals and teams within his/her sport(s) and to see to it that appropriate photos and certificates are properly displayed within King-Horn.
36. To arrange for managers for the sport as well as statisticians and other game management personnel (announcers, timers, etc.).
37. To drive the vehicle used to transport team members if the bus is not available. To be responsible for obtaining drivers for other vehicles for all away contests consistent with the University's policy regarding such drivers.
38. To insure that adequate game/meet statistics are compiled and evaluated and filed in an appropriate fashion.
39. To conduct approved off-season and pre-season conditioning programs.
40. To personally (unless other arrangements are made) hand officials payment for officiating games/meets/contests.
41. To arrange for the athletes' physical examinations and eligibility forms to be completed as well as the NCAA participation form.
42. To report to the Athletic Trainer all injuries and to cooperate with the trainer in insuring that the INJURY REPORT FORM is adequately filled out and appropriate copies to be filed by the Athletic Trainer and a copy forwarded to the Athletic Director.
43. To be reasonably physically fit and to demonstrate a wellness and a positive image (personal and professional) in terms of appearance and actions.

Part-Time Coaches

To meet the needs of an expanding intercollegiate athletic program and to provide the best possible coaching for our student-athletes, it becomes necessary at times to hire a coach on a part-time basis. The hiring of such individuals will only be done to meet an immediate need and will not be a regular practice. Such appointments must be approved by the Athletic Director and the Vice President for Academic Affairs. The Athletic Advisory Committee will also be given an opportunity for input into the selection of part-time coaches just as they shall have for full time coaches.

The responsibilities of part-time coaches shall be the same as a full time coach. The only exception shall be in the rare case when the part-time coach is the Head Coach and there is a full time assistant coach. In this case many of the responsibilities of the Head Coach may and shall be assumed by the assistant coach, such tasks as can be accomplished more easily by someone who is on campus "the entire day" as a full time staff member/coach. Such tasks as initiating travel requests, submitting vouchers, as well as a host of other tasks will be delegated from the part-time head coach to the full time assistant coach.

The qualifications of a part-time coach should be identical to that which would be expected of a full time coach. The qualifications and experience of a part-time coach must be such as to warrant the selection and hiring of the individual on the basis of those qualifications and the experiences earned by the part-time candidate. The distinction is one of time spent during the regular day/week and is not one of quality of coaching, skill or competency of the coach or level of athletic expectation either on behalf of the department or students.

Directors of Intramurals

The Director of Intramurals (men) and the Director of Intramurals (women) shall be directly responsible to the Chairperson of Health and Physical Education. Both the men's and women's intramural directors shall work in close cooperation with each other to insure that goals are adequately met.

The duties and responsibilities of the intramural directors shall include:

1. To schedule intramural events and recreational activities within the University community.
2. To present to the Chairperson a recommended annual budget (one for men and one for women) for the intramural programs and recreational activities/programs.
3. To initiate and sign requisitions (with the Chairperson's co-signature) for the purchase of supplies, services and equipment necessary for the various programs.
4. To make recommendations to the Chairperson concerning use of facilities and equipment and supplies by other campus entities and outside agencies when this use may impinge on the intramural and recreational activities.
5. To develop and implement, in cooperation with the department of Health, Physical Education and Athletics, policies, procedures and practices regarding the intramural programs.
6. To develop and submit an annual evaluation ("year end report") to the Chairperson.
7. To secure the services of necessary officials, supervisors, and other employees for the conduct of the intramural program.
8. To be responsible for the supervision of the use of equipment, supplies and facilities during intramural and recreational activities.
9. To provide programs for student, faculty, staff and administrative personnel which will meet their needs, interests and abilities.
10. To develop and implement new programs (or changes in existing programs) in response to student, faculty, staff and administrative needs and interests (when such programs are educationally and fiscally sound and can otherwise be justified).
11. To supervise -- when possible -- intramural activities. It is not expected that the intramural directors will consistently supervise intramural activities as long as they have coaching responsibilities during a specific quarter.
12. To order and present awards to appropriate winners of intramural and recreational activities (when awards are to be given).
13. To make all administrative decisions concerning the competitive intramural programs.
14. To accept other duties relative to the position as assigned by the Chairperson.
15. To recommend to the Director of Financial Aid qualified individuals to serve as student workers within the intramural programs and to be responsible for the actions of these workers in the programs.
16. To supervise Physical Education majors who are fulfilling the department's requirement of "participation/involvement" within the intramural program.

Head Athletic Trainer

The Head Athletic Trainer shall be directly responsible to the Chairperson of Health and Physical Education/Athletic Director.

Specific duties and responsibilities of the Head Athletic Trainer shall include:

1. To develop, implement and supervise the policies and procedures necessary for the operation and use of the athletic training facilities, equipment, supplies and personnel.
2. To present to the Chairperson a recommended annual budget for the operation of the training facilities. To initiate and sign requisitions (to be co-signed by the Chairperson/Director) for the purchase of supplies, equipment and services necessary for the program.
3. To make recommendations for appointments of needed personnel for optimal functioning of the training facilities. To designate duties and responsibilities of assistant trainers and/or student trainers. To be responsible for the direction of all assistant and student trainers.
4. To coordinate medical bills and insurance coverage through the University health center.
5. To maintain files and records pertinent to the functioning of the athletic training facilities and athletic training program.
6. To maintain the athletic training facilities in respect to cleanliness and neatness. To maintain a neat office within training facilities.
7. To coordinate and carry out all medical directions as prescribed by the University Athletic Team Physician.
8. To work with all coaches of the various sports in the administration of services to their teams.
9. To provide medical kits within the equipment room (room #118) and the natatorium.
10. To coordinate and supervise all activities for the prevention and evaluation of medical treatments and rehabilitation programs for all sports.
11. To coordinate and supervise physical examinations as well as other health service activities for all sports.
12. To supervise athletic training facilities.
13. To supervise security, and inventory of medical supplies, equipment and other supplies.
14. To travel with intercollegiate athletic teams (men and women), when possible. Also, to assign student-trainers to perform specific duties -- including traveling with the team -- for all sports deemed appropriate by the Head Coach and Athletic Trainer.
15. To teach appropriate classes within the department.
16. To provide instruction and supervision of practical work by student athletic trainers, and athletic training certification students, while working within the athletic training facilities.
17. To prepare and submit a "year end report" to the Chairperson/Director.
18. To assume other duties as assigned by the Chairperson/Director.

19. To approve all protective equipment for each sport.
20. To assist the visiting team when requested.
21. To maintain a complete file of medical history on all athletes including the type of care and treatment given the player (and by whom).
22. To administer treatment as ordered by the team physician for all injuries incurred by student-athletes.
23. To refer the athlete (in the event of a major injury or illness) to the team physician for immediate medical attention. In case of an emergency or in the absence of the team physician, the Athletic Trainer makes arrangements for the student-athlete to receive competent medical care. The Athletic Trainer and the student-trainers shall always act in the best interest of the individual student.
24. To assist the team physician in deciding whether or not an athlete is physically able to compete after an injury. To report the condition of the athlete to the Head Coach AND TO THE ATHLETIC DIRECTOR.
25. To confer with the Head Coach in the evaluation of student-trainers' activities and general levels of competency.
26. To maintain a file of all requests by other staff members and to satisfy the needs of other staff members which are made known to the Athletic Trainer through the TRAINER-EQUIPMENT MANAGER REQUEST FORM.
27. To perform special tasks and provide assistance to HPE & A staff when requests are made through the Trainer-Equipment Manager Request Form (48 hr. prior written notice).
28. To consistently consult with individual coaches and individual student-athletes on the status, treatment and rehabilitation of specific injuries.
29. To work on a professional basis with individual student-athletes in terms of providing athletic training services and assistance.
30. To act as a "teacher" and "educator" when informing students and coaches of facts and opinions within the realm of athletic training.
31. To be reasonably physically fit and to demonstrate a wellness and a positive image (personal and professional) in terms of appearance and actions.

Equipment Manager

The Equipment Manager is directly responsible to the Chairperson of Health and Physical Education/Athletic Director.

The Equipment Manager shall serve as equipment manager for:

1. All intercollegiate athletic teams
2. Intramurals/recreational activities (checker of new equipment, etc.)
3. Physical Education

This position entails responsibilities related to equipment, laundry, and locker rooms, and may entail readying locker rooms and equipment and supplies required to place an intercollegiate team or teams or HPE class in position for practice, games, instruction or travel.

The duties of the Equipment Manager include providing for and maintaining equipment for all three programs cited above, laundry and dry cleaning, and locker facilities. This includes the initiation of purchase orders (through the Chairperson's/Director's office) early enough to insure that equipment will be available when needed, making minor repairs, and arranging for major repairs if feasible. The Equipment Manager shall maintain a running inventory of all issued equipment and equipment in stock. Inventory reports are to be submitted upon demand. It is essential that security be provided for all equipment and supplies as well as for visiting groups using the facilities.

The supervisory duties include work-study personnel involved in daily activities relative to the use of equipment, issuance of towels, locks, etc. The Equipment Manager shall assign personel to cover the hours that the facilities are in use -- both as security personnel (work-study students) and as "checkers" for equipment/supplies. These work-study students shall be directly responsible to the Equipment Manager (with the exception of the pool student employees who report to the Aquatic Directors).

The specific responsibilities of the Equipment Manager shall include:

1. To provide the Football Head Coach with a beginning inventory of all equipment/supplies prior to the start of the season.
2. To review equipment problems regularly with each coach in connection with repair of equipment, ordering new equipment and sizes and fitting of items.
3. To issue equipment to athletes and see that all equipment fits properly in the sport of football.
4. To see that equipment is returned from all student-athletes and that adequate records are kept.
5. To insure that adequate security measures are taken at all times (through the coaches' actions) for adequate protection of supplies and equipment.
6. To prepare monthly reports to the Chairperson/Director of all missing items and to submit a "year end" report to the Chairperson/Director.

7. To inform coaches & Athletic Director of individuals who damaged or defaced equipment or facilities.
8. To accompany the football team on all away games (varsity).
9. To prepare equipment for travel for selected teams for away contests.
10. To supervise student managers assigned to the Equipment Manager's office.
11. To supervise selected equipment rooms.
12. To see that all washers, dryers and extractors are in good working order.
13. To submit to the Chairperson/Director the names of all students who are to be billed by the University for replacement of equipment/supplies.
14. To assign locker rooms for all practices and athletic contests.
15. To perform other duties as assigned by the Chairperson/Director.
16. To maintain a file of all requests by other staff members and to satisfy the needs of other staff members which are made known to the Equipment Manager through the TRAINER-EQUIPMENT MANAGER REQUEST FORM.
17. To perform special tasks and provide special assistance to HPE & A staff when requests are made through the Trainer-Equipment Manager Request Form (48 hr. prior written notice).
18. To be reasonably physically fit and to demonstrate a wellness and a positive image (personal and professional) in terms of appearance and actions.
19. To open and inspect all equipment and supplies purchased through the department and to register all new items on a master inventory prior to the storage of such items in the appropriate storage area(s).

Secretaries/Receptionists/Athletic Budget Clerk/Student Employees

The secretaries in the department of Health, Physical Education and Athletics are responsible directly to the Chairperson/Director. They are available to do clerical work for any staff member according to established procedures and priorities.

Since the secretarial staff must deal with many individuals, it is essential that all staff be reasonable in making requests. All work must be completed in the order in which it is submitted (emergencies are the only exception). If a rush job is necessary, call it to the attention of the secretary to whom you are seeking to give the project/task. It is important that a habit is not developed in which special services and assistance are continually requested. All typing and duplicating should be submitted well in advance of any deadline. Any conflicts will be resolved by the Chairperson/Director.

Most requests to the secretaries should be in writing. It is unwise and counterproductive to disturb the secretaries or the student employees by attempting to verbally explain a task which could just as easily be explained with a short, written note. The secretaries are habitually overworked and they really do not have the time to stop their work which they are attempting to complete for a staff member so that they might listen to a verbal explanation or to idle conversation.

The secretaries have been instructed to only perform work related to the departments within Ohio Northern University while on University "time". The secretaries have been instructed not to do any work of a personal nature while on University time.

Secretarial/Athletic Budget Clerk

The duties and responsibilities of the departmental secretary/athletic budget clerk shall include:

1. To maintain daily budget records for athletics
2. To maintain master schedule book for athletic contests
3. To compile eligility lists and to forward to registrar's office
4. To mail out contracts for contests, officials, etc.
5. To type and submit -- for Director's signature -- all purchase requests and all travel vouchers.
6. To maintain master list for travel vehicles for all teams and to coordinate and reserve said vehicles for all sports
7. To perform general typing tasks and filing
8. To serve as secretary for all staff meetings (HPE & A) and prepare minutes
9. To perform other tasks and activities as assigned by the Chairperson/Director such as ordering and distributing selected athletic awards
10. To type letters for individual sport banquets
11. To maintain files on agenda and minutes of Athletic Advisory Committee
12. To receive all purchases and to check for accuracy of shipment in coordination with the Equipment Manager
13. To type athletic, intramural and health and physical education budget requests
14. To type contracts for officials and opponents for selected sports

Secretarial Job Descriptions

The duties and responsibilities of the departmental secretary/ receptionist shall include:

1. Athletic Arena
   A. To type sports programs as necessary
   B. To type recruiting letters for mass mailings for selected sports
   C. To serve as general typist, receptionist and secretary
   D. To type and send insurance letters to parents and students
   E. To type and mail complimentary passes for all "revenue sports"
   F. To type selected "N" Men materials
   G. To perform other tasks as determined by the Athletic Director

2. Physical Education Arena
   A. To type academic schedules and to maintain academic files
   B. To type all book requests and forward through proper channels
   C. To type course syllabii
   D. To type selected tests (upon request)
   E. To type other materials upon professors' request
   F. To maintain the master files
   G. To type and mail out materials pertaining to Honors Day

3. Departmental -- General -- Arena
   A. To maintain the master schedule board for King-Horn and other related facilities
   B. To order office supplies
   C. To maintain departmental files
   D. To coordinate building passes and tennis court passes
   E. To compile a monthly break down of telephone use
   F. To perform periodic typing for intramurals (upon request)
   G. To serve as the receptionist for the King-Horn facility
   H. To perform other duties as assigned by the Chairperson/Director
   I. To maintain student employee records/hours

## Sports Information

### Duties and Responsibilities of the SID

At Ohio Northern University the SID reports directly to the Director of Public Information. The SID serves in a consultant's capacity insofar as the creation of the SID/Athletic Publication budget for each varsity sport. Upon the establishment of the Athletic Department Publication Budget (and the corresponding requests for all printed materials for the total sports program) the request for the budget approval and the printed materials/projects shall be submitted for final approval through the office of Vice President for Academic Affairs to the office of the Vice President for Financial Affairs.

The SID -- upon receiving the necessary data/information from the individual coach -- shall follow through with the production of brochures and programs and other printed materials for each sport/coach. Assignments will be made by the SID as to when various items are to be submitted by the coach for a particular sport in question.

The Athletic Director coordinates a system providing for Athletic Department speakers at local civic clubs, etc. The Athletic Director shall keep a calendar detailing all departmental speaking engagements for the calendar year based upon the information shared by the departmental staff.

The SID will accept duties as assigned by the Director of Public Information.

The SID will accept full responsibility for the Press Box at all home games.

The SID will take responsibility for the selling of the programs of all varsity teams competing at "home" subsequent to the Athletic Director providing information to the SID as to which individuals or groups might be willing to take part in the "selling" of the programs. All financial accounting shall be done by the SID office. The Athletic Director shall notify the SID office of the organization or the individual(s) desiring to sell the programs (for 25% of the gross for football programs and for 50% of the gross for the basketball programs). The SID will subsequently confirm final arrangements with the group/individual(s).

The duties and responsibilities of the SID shall include the following responsibilities.

1. To furnish brochures, news releases and statistics to newspapers, radio and television stations, sports publications and Sports Information Directors of other colleges and universities.
2. To aid in preparing and editing program materials for all spectator sports.
3. To help accommodate news media personnel and scouts during all home athletic events and to maintain suitable operating conditions for such events.
4. To assist in the compilation and distribution of results at athletic events to news media following the completion of contests.

5. To increase the flow of news releases and pictures concerning athletes to their hometown media.
6. To take photos of athletic events and of individual/group student-athletes.
7. To maintain intercollegiate athletic records -- historical records.
8. To conduct periodic press conferences as necessary as well as press days.
9. To serve as an advisor/consultant to the Athletic Department in matters of press relations and in terms of the development of all programs, brochures and related materials.
10. To be a member of traveling squads whenever possible. All football away games will be attended by the SID.

In summary, the Sports Information Director prepares advance press publicity, statistical releases, schedules, and so forth for all intercollegiate sports at Ohio Northern University. The SID also prepares news releases relative to athletics to the wire services, newspapers, press associations, periodicals and broadcasting media. Statements or news releases dealing with policies of the Athletic Department or of special importance to the Athletic Department SHOULD BE SUBMITTED TO THE ATHLETIC DIRECTOR FOR ACCURACY AND CONFIRMATION prior to being released.

Duties And Responsibilities Of The Head Coach To The SID

It shall be the responsibility of the Head Coach to report results of all matches or games to the SID's office and to McIntosh Center.

Additionally, the duties of the coach will include responsibility for the following:

1. To arrange for a team picture with the SID at least three weeks before the end of the official season.
2. To supply the SID office with a complete roster of all eligible team members which will include: name, class in school, position or event, height, weight (optional), hometown, high school and number if applicable. Each member of the team shall have a questionnaire on file to insure that a release can be made for a particular student-athlete. The SID will meet with each coach prior to the season and it shall be the responsibility of the coach to maintain close working contact with the office of the SID.
3. To compile statistics as often as possible and give same to the SID. Such should at least be accomplished by each Monday at 8:30 a.m. Statistics should be totaled and cumulative for each individual when applicable.
4. To prepare for a recap or match/game result to be given to the SID for dispersal through the regular avenues. All results should be complete. It is essential that incomplete results and tournament standings not be provided. Rather, complete information and data is needed by the SID. It is the coaches' responsibility to insure that all results are FINAL and official.

   There is nothing more embarrassing than giving a media member incomplete results and not being able to answer a specific question about team results or individual scores. When reporting results, always have first names and team records available.

5. To remember that when talking to a member of the media each coach is representing Ohio Northern University and not merely an individual coach or sport. To refrain from saying anything which will embarrass the University or one of the athletes or staff or administration or University faculty is the objective.
6. To release information on individual student-athletes when such students have completed the SID Questionnaire and signed the waiver (giving permission to release information). Information which the coach and the SID shall be allowed to release must relate to the students' athletic endeavors and related activities.
7. If Ohio Northern University institutes an "Athlete of the Week", each coach must submit the nomination to the SID by Monday at 9 a.m.
8. To submit to the SID office (for those coaches who desire to have brochures published) sufficient information which will enable the SID to proceed with the creation and publication of the specific brochure.
9. To be aware of the NCAA, OAC, AIAW, MAIAW, OAISW rules and regulations which pertain to the SID area.

10. To work with the Athletic Director and the SID in the creation of a budget and requests for specific brochures, media guides, etc. Upon approval of such a budget and the request for printed materials, it is the responsibility of the coach to insure that the SID receives the needed material for the printed items well in advance of the deadline as established by the SID.

Duties and Responsibilities of the Coach to the Press/Media

All publicity releases will be made through the SID's office. There are limits to the assistance which the SID will be able to give as well as limits on the SID's time to care for the needs of all varsity and junior varsity sports. As a rule, the SID will attempt to personally cover all home contests where press-radio-TV coverage necessitates his presence to provide statistical services, reports, etc. The SID will attend away contests as time permits and as news media needs dictate. Where limits of time or where lack of press coverage do not permit the SID to be present personally, it will be the responsibility of the Head Coach to report all results (win or lose) to the SID's office for relay to the various news media. The SID shall advise all coaches of the specific procedures regarding the communication of scores to the SID's office following the completion of all contests (where the SID is not in attendance).

It is essential that one avoids sharing information or special news tips only to reporters or broadcasters with whom one has a personal relationship. Such practices only damages the University's overall public information program. If an individual has any ideas or suggestions for special stories, such ideas should be shared with the SID.

The SID is the professional in his field and, like a coach in athletics, is better able to judge whether or not an idea or suggestion is worthy of use -- at any particular point in time.

It is wise to remember that there are things which Ohio Northern University policy does not permit the SID or the Athletic Department to do. The SID will not make special pleas for the attention of any Head Coach. The University's Department of Public Information assumes that professional news people are competent to judge the value of the information provided by the SID. It is not possible for the University to control when and where (or if) the SID's stories and pictures are actually used by the media.

Ohio Northern University will follow the general, accepted policy that immediately following games or events, the coach will have the privacy of the team room. Only players and coaches will be admitted at this time. As soon as the coach has completed his/her communication to the squad members, the room should be open to the various news media for possible interviews. All representatives of the news media shall be treated fairly.

The Football Coaches Association and the Football Writers Association have recommended some years ago that doors to the locker rooms are open NO LONGER than 15 minutes after a game. Perhaps this is a good rule of thumb for other sports as well.

Many news reporters like to talk to squad members. It is the duty and responsibility of the coaching staff to brief the squad members on how to communicate with these news media representatives. Players should be reminded that they have a loyalty to their teammates, coaches and to ONU. One only invites difficulty in attempting to keep players from talking with reporters and one would never want to encourage a coach to prohibit players from communicating with the news media. Rather, this department encourages a rather high level of communication, a certain professionalism if you will, between the athletes, coaches and members of the press. Criticism of squad members, coaches, or the administration shall not be tolerated -- either by athletes or coaches. It is the responsibility of the coaching staff to communicate this message with the appropriate individuals and groups.

## Miscellaneous Sports Information Policies

### The Athletic Budget -- Sports Information Arena

The budget of the sports information office is basically designed to provide information to the news media (and through the media to the general publics). Usually, the interest of the general publics reflect the interest which members of the news media pay to our various sports -- but not always. In some sports the interest expressed by the media is extensive. In other sports it is less so. It makes little sense for the SID and the Athletic Department to waste money and time producing printed material that received little or no "play" by the media unless there are other uses for the production of the printed materials -- recruiting, etc.

Basically, the same philosophy exists regarding production of individual and team photographs for use by players and/or coaches. The SID/Sports Information Budget is used to produce photos for media use only (including periodicals). Pictures for players and/or coaches must be ordered by Head Coaches through whatever photographer the SID has made arrangements for taking the pictures. The negatives shall be on file in the SID's office. The pictures must be paid for, either by cash or by requisition through the coach's SID/Sport Information Budget.

### Announcement of High School Recruits

The announcement of high school or college recruits who will be attending Ohio Northern University can be made through the SID office. The procedure is cited below.

1. Obtain copy of the SID Questionnaire for prospective ONU athletes.
2. Request recruit to fill it out, sign it, and return it to the coach or the SID.
3. The SID office will prepare news release for the athlete's home town and ONU local news outlets.
4. If the coach desires a bigger story with a picture in the athlete's home town area, it is adviseable to have the athlete or high school coach contact the local sports editor of the paper and make

arrangements, but it is also necessary to notify the SID office when the story will be released so the SID is able to alert ONU's local outlets if the story merits their attention.

5. The SID office will not be expected to release a news story on a recruit unless the questionnaire is on file within the SID office.

Special Press Functions

Press Conferences are a vital and productive method of communication with the various publics via the members of the news media. Such conferences might well be used for releasing important news regarding appointments, resignations and changes involving major policy. Press conference luncheons are an excellent method of informing members of the media.

The arrangements for press conferences shall be made by the SID in cooperation with the Athletic Director. Upon consultation with the Athletic Director and other appropriate members of the staff, the SID will determine those who are to be invited to a specific press conference. Whenever possible, the University President, the Vice President for Academic Affairs and other appropriate administrative staff members shall be invited.

Special press days will be arranged by the SID working with the Athletic Director and the various coaches. Such special press days are most productive in enabling the press, radio, television and other interested personnel to meet with the coaching staff, players, and administrative personnel.

The purpose of these special press days is to provide quick, convenient, season opening information to the various media. The SID, working with the Athletic Director and coaches and the news media representatives -- plans press days around a luncheon on campus at the University's expense, a question and answer period with coaches, provision for observing players attired in game uniforms so they may be photographed, and for the sharing of other data and information which the staff members might wish to provide and which the representatives from the news media might desire.

Special Games -- Promotions

In order to create and sustain real interest among the various publics, it is essential that occasional special promotions be held for various athletic contests in various sports -- men and women.

Radio-(TV) Broadcasting

The Athletic Department encourages as many stations as possible to carry all University contests -- both home and away. Wide coverage through radio has proven to be an effective means of promotion of college and university sports.

All requests for radio and television broadcasts are referred to the office of Public Information and Sports Information for approval and assistance. The Athletic Director is informed of all plans to broadcast athletic events.

Press Box Policies And Control

The supervision of Ohio Northern University's Press Box Row is the direct responsibility of the Sports Information Director.

Announcing Game Schedules At Ohio Northern University

It shall be the responsibility of the Athletic Director to announce team schedules through the office of the SID.

Coaches shall not announce schedules or game dates to media outlets without approval of the Athletic Director. Schedules must be approved by the Athletic Director prior to complete schedules being released to the public, except as provided below.

From time to time it may be expedient to announce individual game contract signings with major opponents prior to the date on which the the entire schedule is to be released. In such cases, the Athletic Director should be consulted and the Athletic Director -- in consultation with the Head Coach and the SID -- can authorize such a release of information.

Scholar-Athlete Recognition

The SID will release information on academic achievements of athletes if such information is supplied by the individual coach or athletic administrator.

Athletic Speaking Engagements

Coaches and department personnel who are interested in speaking before various publics should make this fact known to the Athletic Director. Starting with the 1980-81 academic year the department of Health, Physical Education and Athletics initiated a Speakers Bureau for all staff members within HPE & A. Departmental personnel should request that their names be included within the Speakers Bureau program along with the specific topics on which they will be prepared to speak.

Individuals who are to speak or to be an active participant at a convention or clinic should notify the SID and the Athletic Director so appropriate publicity (advanced publicity hopefully) can be given to the event and/or the individual's biographical sketch and picture might be forwarded to the site of the event and appropriate news outlets.

All individuals within the department who took part in conventions, clinics and the "giving" of speeches shall include particulars within the "year end report" which is to be provided to the Chairperson/Director each spring.

Athletic Photos -- Display of Photos (Individual and Team) Within King-Horn

Team pictures must be arranged by the Head Coach of each sport in cooperation with the Sports Information Director. Team pictures shall be taken no less than three weeks before the end of the season. Team pictures for display in King-Horn shall be in color starting in 1980-81.

It shall be the responsibility of the Head Coach to insure that all team members are present for the team photo session.

Individual athletes may earn the right to have their photo displayed in King-Horn (black and white pictures) if the following criteria are met.

1. All American Selection -- 1st, 2nd, 3rd team
2. All State Selection -- 1st team
3. All Conference -- 1st team

## Athletic Advisory Committee

The purpose of the Athletic Advisory Committee is to provide for faculty and administrative control of the intercollegiate athletic program and to review and recommend policy insofar as intercollegiate athletics are concerned on the University campus. Athletics exist for the purpose of providing significant competition in wholesome sports for students, as an integral and constructive part of the educational and student life of the institution.

The Athletic Advisory Committee shall:

1. Review and recommend policies pertaining to the conduct of intercollegiate sports/athletics.
2. Be informed of schedules and contracts for athletic events and any agreements directly connected with the institution's athletic program.
3. Approve a system of athletic honors and awards.
4. Provide information and assistance to official representatives of the University (at conference and association meetings) in all matters pertaining to the program of intercollegiate athletics at the Ohio Northern University.
5. Review and approve any activities of the intercollegiate athletics program not specifically provided for above.
6. Provide recommendations and suggestions to the intercollegiate athletic department pertaining to procedures and practices of the athletic program.
7. Serve as a liasion between the athletic department and the general University community (students, staff, faculty, administration) in terms of communication.
8. Insure full observance in the University intercollegiate athletic program of all policies, rules, and regulations with respect to athletics as set forth by the University administration, the Ohio Athletic Conference (OAC), the National Collegiate Athletic Association (NCAA), the Association for Intercollegiate Athletics for Women (AIAW), the Midwest Association for Intercollegiate Athletics for Women (MAIAW), the Ohio Association for Intercollegiate Sports for Women (OAISW) and the North Central Association of Colleges and Secondary Schools.

## Club Sports

There are several sports on the University campus which are organized on a club basis. The financial backing for all club sports comes primarily from the budget of the student senate. However, assistance from Health, Physical Education and Athletics is available in the form of facilities and some equipment and supplies. Club sports can and do play an important part in the complete athletic/recreational picture of the University.

The criteria for Club Sports being elevated to a varsity status have been established by the Athletic Advisory Committee upon the recommendation of the department of Health, Physical Education and Athletics. These criteria include:

1. All present intercollegiate sports are adequately funded, adequately equipped, adequately supplied and otherwise adequately representative of what a Division III intercollegiate, competitive sports activity should be within the NCAA/AIAW.
2. The club should have been in existence as a recognized University club at ONU for at least five continuous years, and
   A. demonstrated that the club can compete successfully with the institutions which ONU ordinarily plays on the intercollegiate level and that these institutions are appropriate for ONU's level of competition in this proposed new varsity sport.
   B. demonstrated that the proposed competition of this club -- when and if it becomes a varsity sport -- can occur on an intercollegiate team basis rather than a club basis. For example, the ONU club (as a varsity team) will not play club teams.
   C. demonstrated that the varsity opponents which could be scheduled are within reasonable travel distance (1½ to 2 hours -- generally speaking, exclusive of conference opponents).
   D. demonstrated (if a male sport) that the sport activity is considered to be a recognized sport within the OAC and as such that the standings in the conference in this specific sport activity shall count in the tabulation of the All OAC Sports Championship.
3. Positive recommendation of the Athletic Director. The Athletic Director must provide a positive recommendation in favor of the club sport being elevated to varsity status based upon the satisfaction of other stated criteria.
4. An appropriate and adequate budget (for the next five years) must be prepared which reflects the total operating costs as expected for this time period. Such items shall include, but not be limited to, the following:
   A. salary for professional coaching staff and support staff
   B. equipment

C. supplies
D. awards
E. travel
F. officials
G. insurance
H. scouting
I. SID (sports information)
J. office supplies
K. phone
L. medical costs

5. Adequate number of players. A sufficient number of participants/players (with superior skills to be competitive against varsity competition of other institutions --2A & 2B) must have participated as regular members of the club over the previous years in which the club has been in existence. There, in brief, must be an adequate number of qualified players to sustain a squad size which would be adequate for varsity level participation. Additionally, the students who are and have been participating in this club sport shall be -- generally speaking -- evenly distributed among the freshmen, sophomore, junior and senior classes, i.e., not all juniors and seniors.
6. There shall be adequate provision for the selection and retention of qualified coaching staff. It must be possible to secure a coach for the proposed varsity team. Said coach must be qualified according to the standards of the Athletic Department. Provision must be made available for the allocation of monies for the coaching position(s) at a competitive level. It is highly desirable that the coach(es) be a full time member of the Health, Physical Education and Athletic department. If that is not possible then it would be highly desirable for the individual to be a full time member of the University community -- if at all possible. Only as a last resort shall a part-time coach be considered who is not otherwise in the employ of ONU.
7. It shall be shown that there is adequate practice/game facilities to adequately care for and meet the needs of the participants (practice, game and locker facilities).
8. It shall be shown that the needs of the proposed varsity sport can be adequately meet in terms of the Sports Information Office as well as secretarial services. A detailed description of the needs of the proposed sport (with budget expectations) in terms of Sports Information and secretarial assistance shall be provided for a five year period.
9. A projected level of expected competency (win/loss record), standings within the conference shall be provided for the next five years in light of the available allocation of resources and in the knowledge that the athletic department operates at a Division III concept (men and women).

10. A list shall be provided of:
    A. probable opponents
    B. number of games within season (home and away)
    C. number in travel party for away contests
    D. length of season
    E. out of season practice -- if any
    F. time expected for participants to be away from classes due to participation
    G. possibility of pre-school activity
    H. possibility of sports activity during vacation periods
    I. criteria for letter awards for this activity
    J. services needed in terms of athletic training
    K. other factors or needs which might have a bearing upon the success and level of competency for this specific sport activity
11. Projections in terms of student recruitment -- number of new student-athletes who are attracted to ONU due (at least in part) to the fact that this activity is at a varsity status in contrast to a club status. Comments on how student recruitment might be affected and conducted should be provided.
12. A detailed explanation of the advantages incurring to the:
    A. students involved
    B. general student body
    C. athletic department
    D. general university community
    E. nearby communities in general
13. Demonstration of continuity in coaches/advisors for the club throughout the time in which the club has been in existence.
14. Demonstration of respectability in terms of the manner in which the sport activity has been conducted generally throughout the history of the club sport as a recognized University Club Sport. The club must have demonstrated that a high degree of sophistication and responsibility has been in evidence in the day to day operation of the club sport activities during its existence (minimum of five year's continuous existence) within ONU.

Procedures To Follow For A Club Sport To Initiate An Official Request To Become Recognized As An Official Intercollegiate Athletic Team At ONU

1. When a club is formed and recognized by the University as a club sport, it shall be the responsibility of that club to be in continual written and verbal communication with the Athletic Director to inform the Athletic Director of the club's needs in terms of practice times and assistance in terms of scheduling contests within the athletic facilities.

2. The Athletic Director shall be kept abreast of the club's activities and progress and problems and successes throughout its existence. These progress reports should be made semi-annually and be in writing.

3. Upon coming into existence and being recognized as an official club sport at Ohio Northern University AND determining that the club wishes to be considered for possible elevation to varsity status, the club advisor(s) and representatives of the club shall communicate in writing with the Athletic Director this fact.

4. The representatives of the club working closely with the club's official advisor(s) shall complete a written proposal requesting that consideration be given to their request that the club be elevated to varsity status based upon the fact that all stated criteria for such status have/will in fact be met as outlined and stated herein. The proposal (with a positive, negative or "no recommendation") will be sent to the AA Committee.

5. The club sport shall become an intercollegiate varsity team when:

   A. it is so recommended by the Athletic Director
   B. the recommendation of the Athletic Director is approved by the Athletic Advisory Committee,
   C. the approval by the Athletic Advisory Committee of the recommendation by the Athletic Director is affirmed by the Administration of the University -- through the office of the Vice President for Academic Affairs.

## Specific Departmental Policies-Practices-Procedures

### The Annual Report of Coaches

It shall be the responsibility of the Head Coach in each sport to provide a written annual report following the conclusion of the sport season. Said report shall be delivered to the Athletic Director within thirty (30) days of the conclusion of the sport's season in both the fall and the winter quarters and within ten (10) days of the conclusion of the season in the spring quarter.

It shall be the prerogative of the Head Coach to also provide an assessment of the season and of the coaching staff by student-athlete evaluation forms.

Included within this Annual Report shall be:

1. all records tied and broken
2. recommendations for letter award winners and special award winners
3. information regarding drop outs, problems, injuries
4. information regarding number of recruits and walk-ons who tried out for the team and the number who actually made the team
5. recommendations/suggestions for future seasons

The Annual Report Form is provided by the department for the use of the coaching staff although each coach is free to adapt the form to his/her own use and/or to utilize another format as long as the information sought through the departmental form is included in the final Annual Report.

The objective of this Annual Report is to provide concrete data which shall be utilized in the evaluation of the specific sport in question. Additionally, this report form shall be included in the Athletic Director's "year end report" which is shared with the University administration.

## Multiple Sport Athletes

The Athletic Department at Ohio Northern University encourages student-athletes to participate in more than one sport. With this philosophy it is necessary that coaches and athletes understand that coaches involved in the various sports must work out an agreeable arrangement which will enable student-athletes to actually assume the role of a multiple sport athlete. No athlete will be required to stop participation in one sport in order to be able to start competition or practice in a subsequent sport.

If tryouts or practice sessions are held in a second sport while the athlete is currently engaged in another sport activity, the athlete must be given the opportunity to try out for the second sport activity in the same manner/fashion as all other hopefuls attempting to make the squad in the second sport.

The ultimate objective is to serve the student and if participating in more than one sport serves the needs of an individual student, then it behooves the department and the coaches to see that the student is given a honest opportunity to do so.

## Transfers

Coaches will at various times receive requests from student-athletes who desire to transfer from other institutions. In an attempt to demonstrate fair play and good faith in terms of recruiting student-athletes who are already enrolled at other institutions, this department has established the policy of requiring the Head Coach to request the Athletic Director to write the institution from which the prospective transfer student-athlete is or was enrolled. The Athletic Director shall inform the other institution's athletic director of the student's intentions.

The Athletic Director then should obtain the other institution's permission before the coaching staff shall be allowed to talk to the prospective transfer student-athlete. If the student is already on the ONU campus (as an ONU student) the Athletic Director will similarly inform the previous institution's athletic director to obtain a release should such a release be required.

Athletic Awards -- Descriptions Thereof

The following awards system has been established to meet the needs of the student-athletes who, according to predetermined criteria established by the athletic department staff, have earned varsity, junior varsity and special awards.

The specific awards to be earned by female student-athletes include:

| | |
|---|---|
| First year awards | Plaque ($5.50 + engraving) |
| Second " " | Jacket, ONU sports patch ($20.00 plus patch) |
| Third " " | Pen set ($10.00 + engraving) |
| Fourth " " | Ring (ONU pays a maximum of $36.00 while student pays remaining sum) OR Blanket ($26.70) |

Note: There is no duplication in the awards given to women. Each woman student-athlete does receive a patch for their participation in more than one sport.

The specific awards to be earned by male student-athletes include:

| | |
|---|---|
| First year awards | Varsity letter ($3.37) |
| Second " " | Jacket & letter ($32.00) |
| Third " " | Plaque ($6.50) |
| Fourth " " | Blanket & Nameplate ($28.00) |

Note: There is no duplication in the awards given to men.

All of the above awards for men and women are accompanied by a varsity or junior varsity certificate. The cost of plaques does not include engraving which is 6¢ per letter.

The male and female sports have special awards which may be earned by the student-athletes. These include:

| | | |
|---|---|---|
| Male: | Captain Plaques (4" x 6") | -- $ 3.00 |
| | Special Award Plaques | -- $12.00 |
| Female: | Captain Plaques (7" x 9") | -- $10.00 |
| | Special Award Plaques | -- $12.00 |
| | Coaches' Award Plaques | -- $12.00 |

Conference (men) and State (women) team championships are honored by giving each qualified participant a special commemorative plaque (Healy Company, Milwaukee, Wisconsin) consisting of a laminated color photograph on a wooden base (size: 16" x 20"). Maximum number limited by travel squad limitation.

Individual championships (tennis, golf, etc.) earned by individual students in conference (men) and State (women) competition are honored by individual championship awards which are similar to the Special Award Plaques referred to above ($12.00).

Athletic Award Procedures

At the completion of the season all Head Coaches shall submit a list of athletes eligible for awards to the Athletic Director for approval. The criteria for awarding varsity athletic awards, as well as non-varsity awards, shall be approved by the Athletic Advisory Committee and the Athletic Director. The list of criteria shall be on file within the athletic office.

The individual student-athlete to be eligible for an award must be eligible for competition during the quarter of competition. The student must have demonstrated satisfactory behavior as a team member for the complete season. In case of injuries which prevent the completion of playing time, the Head Coach may recommend to the Athletic Director the waiver of the time/participation requirement.

Only school approved insignia are to be worn on jackets. Only student-athletes who have earned awards may wear/utilize same. All staff members are to assist in this policy.

The number and type of individual trophies and awards to be earned by athletes within any given sport shall be determined by the Head Coach and the Athletic Director. Their recommendation must be approved by the Athletic Advisory Committee. Such approval must be obtained prior to the Head Coach attempting to initiate the practice of awarding any new trophies, plaques and other awards within a particular sport. No award will be authorized to be issued other than those awards which have been appropriately approved.

Generally speaking, OAC and State Championship teams qualify specific participants for special championship awards (Healy Company). Although the maximum number of recipients is limited by the maximum number in the travel party, the following is a listing of general criteria which coaches utilize in determining the recipients of the championship photo/plaques.

1. Varsity award winners
2. Coaches
3. Participant on the championship team
4. In case of injury or other special situation, at the discretion of the coach and the Athletic Director
5. Support staff -- athletic trainer, managers, student-trainers, etc.

Note: Non-award winners who were on championship team may receive certificate indicating participation on the championship team.

## Criteria For Athletic Training Participants -- Championship Awards

Although all of the intercollegiate sports do not require an athletic trainer or student trainer to be assigned to the activity, several sports do require extensive preparation and specific assignment of student trainers. The Championship (Healy) award for the athletic sport shall also be awarded to the student trainer(s) who satisfy the following criteria for the listed sports.

Football:

A. Attends practice sessions and games (home and away) as assigned by the Athletic Trainer.
B. Serves as laison between the training staff and the coaching staff in fulfillment of duties and responsibilities of the training staff.
C. Recommended by the Head Athletic Trainer, Head Coach and approved by the Athletic Director.
D. The team must have won the OAC championship.
E. The award shall be limited to three (3) individuals (Head Athletic trainer and a maximum of two (2) student trainers).

Volleyball:

A. Attends practice sessions and games (home and away) as assigned by the Athletic Trainer.
B. Serves as laison between training staff and coaching staff in fulfillment of duties and responsibilities of the training staff.
C. Recommended by the Head Athletic Trainer, Head Coach and approved by the Athletic Director.
D. The team must have won the state OAISW championship.
E. The award shall be limited to one (1) award.

Basketball (M & W):

A. Attends practice sessions and games (home and away) as assigned by the Athletic Trainer.
B. Serves as laison between training staff and coaching staff in the fulfillment of duties and responsibilities of training staff.
C. Recommended by the Head Athletic Trainer, Head Coach and approved by the Athletic Director.
D. The team must have won the OAC championship (men) or the state OAISW championship (women).
E. The award shall be limited to two (2) awards (Head Trainer and one (1) student trainer).

Wrestling:

A. - D. Same as Football above.
E. The award shall be limited to two (2) awards (Head Athletic Trainer and one (1) student trainer).

Track (M):

A. - D. Same as Football above.
E. The award shall be limited to one (1) student trainer.

Track (W):

A. - D. Same as Volleyball above.
E. The award shall be limited to one (1) student trainer.

Softball:

A. - D. Same as Volleyball above.
E. The award shall be limited to one (1) student trainer.

Baseball:

A. - D. Same as Football above.
E. The award shall be limited to two (2) awards (Head Athletic Trainer and one (1) student trainer).

Athletic teams which fail to win the OAC or OAISW (state) championship and yet are able to win regional or national championships shall be considered for specific Championship awards for the teams and coaches. In the case of a regional championship, the award from the Healy company shall be earned. A national championship shall be recognized by athletic rings for the participants and the athletic staff.

Criteria For Athletic Letter Awards -- Student Trainers & Student Managers

Managers: 1. Complete the season (play, practice and post season). 2. Be available to work as a student manager at practices and games and to accompany the team on road trips when deemed appropriate by the Equipment Supervisor and/or Head Coach. 3. To carry out the above responsibilities as scheduled by the Equipment Supervisor and/or Head Coach. 4. In event of extenuating circumstances, an award recommendation may be made at the discretion of the Equipment Supervisor and/or coaching staff --- with approval of the Athletic Director.

Student Trainers: 1. Complete the season (play, practice and post season). 2. Be available to work as a student trainer at practices and games and to accompany the team on road trips when deemed appropriate by the Head Athletic Trainer and/or Head Coach. 3. To carry out the above responsibilities as scheduled by the Athletic Trainer and/or Head Coach. 4. In event of extenuating circumstances, an award recommendation may be made at the discretion of the Athletic Trainer and/or coaching staff --- with approval of the Athletic Director. 5. To serve in the capacity of student trainer for a minimum of 60% of the practice hours and all of the scheduled contests of the sport or activity to which the student trainer is assigned.

Criteria For Athletic Letter Awards -- Varsity Athletes (M & W)

Volleyball: 1. Play in one-half of the games during the season. 2. Make a significant contribution to the team (discretion of coach). 3. Manager (1 year).
Women's Tennis: Play in one-half of the scheduled matches as one of top seven players. 2. Make a significant contribution to the team (discretion of coach).
Women's Basketball. 1. Appear in 3/4 of halves or 1/3 of total game time of the varsity games during the regular season. 2. Make a significant contribution to the team (discretion). 3. Manager and Captains awards.
Women's Softball: 1. Appear in 1/3 of the innings during the regular season - pitchers excluded from this criteria and covered under # 2. Make a significant contribution to the team (discretion of the coach). 3. Manager/Captains awards.
Women's Track: 1. Varsity award is based on accumulation of points to average one for every outdoor meet scheduled and run. To be eligible to receive an award the individual must finish the season in good standing. 2. A place winner in the OAISW Championship meet; individual or relay team member, will earn an award. 3. An award will not necessarily be awarded to a member of a place winning relay team in the OAISW Relays, unless other criteria are met. 4. An award will automatically be awarded to any team member who establishes a new ONU record in the standard meet events, if the criteria as listed in #1 are met. 5. Any extenuating circumstances which are not covered above will be left up to the discretion of the Head Coach in consultation with the Athletic Director.
Women's and Men's Swim Team: The varsity award is based on the total number of points scored. Each participant shall average two points per meet. 2. In addition the coach may award a varsity award to a team member if the individual has made a significant contribution to the team. Such extenuating circumstances shall be determined by the Head Coach in consultation with the Athletic Director. 3. An award will automatically be awarded to anyone placing at the OAC championship or OAISW meet.
Men's Tennis: 1. Must have participated in at least one-half of the matches (in top ten). 2. Must score in OAC tournament. 3. Must make a significant contribution to success of team.
Men's Golf: 1. Participate in one-half of matches during season (on which the team record is based upon). 2. Must make a significant contribution to program.
Men's Track: 1. Varsity letter award is based on the accumulation of points to average one for every indoor and outdoor meet scheduled and run. To be eligible to receive a letter the runner must finish the outdoor season in good standing. 2. A place winner in the OAC championship meet indoor or outdoor; individual or relay team member, will earn a letter. 3. A letter will not automatically be awarded to a member of a place winning relay team in the OAC Relays, indoor or outdoor, unless other criteria are met. 4. A letter will automatically be awarded to an athlete who establishes a new ONU record in standard meet events if other criteria have been met. 5. All NCAA participants will be awarded a letter. 6. Extenuating circumstances decided by coach/AD.
Baseball: 1. Participate in one-half of innings of all scheduled games. 2. Make a significant contribution to success of team (i.e., relief pitcher or DH or re-entry). 3. An "Act of God" unforseen happening to a proven player.
Wrestling: 1. Participate in one-half of matches during season. 2. Must be

involved in 50% of the matches in a year -- involved in 50% of decisions. 3. The Head Coach in consultation with the Athletic Director may consider extenuating circumstances for an athlete.

Men's Basketball: 1. Play in half of total minutes of season's games. 2. The Head Coach in consultation with the Athletic Director may consider extenuating circumstances for an athlete.

Soccer: 1. Participate in three-fourths of all scheduled games. 2. Participate in one half of total minutes. 3. Make sigificant contribution to success of team. 4. The Head Coach in consultation with the Athletic Director may consider extenuating circumstances for an athlete.

Cross Country: 1. Be one of the "Varsity Seven" in 3/4 of the season's meets. 2. Possible qualification for a letter through the discretion of the Head Coach (in light of injuries, etc.).

Football: 1. Play in one-half of quarters during season. 2. Make a significant contribution to squad -- unusual circumstances may waive the requirement for participation in one-half of the quarters (as determined by the Head Coach in consultation with the Athletic Director. 3. Head Manager (one year). 3. Assistant Manager (two years). 5. Head Student Trainer (one year). 6. Assistant Student Trainer (two years).

Description Of Special Awards - By Sports (Individual Awards)

| | |
|---|---|
| Football: | Outstanding Freshman (offense and defense)<br>Outstanding Defensive Player<br>Outstanding Offensive Player<br>Captain(s)<br>Dan Genette Award (basically an all-around player, both offense and defense. Also specialty teams) |
| Wrestling: | Captain(s)<br>Individual Conference Champions<br>Most Pins<br>Most Takedowns<br>Most Valuable Player |
| Basketball: (men) | Outstanding Defensive Player<br>Outstanding Playmaker<br>Most Valuable Player<br>Red Badge of Courage<br>Outstanding Rebounder<br>6th Starter Award |
| Track: (men) | Most Valuable (indoor)<br>Most Valuable (outdoor)<br>Most Points Scored |
| Baseball: | Captain(s)<br>Most Valuable Player<br>Leading Hitter<br>Leading Fielder |
| Tennis: (men) | Captain(s)<br>Most Valuable Player |
| Golf: | Captain(s)<br>Most Valuable Player |
| Cross Country: | Runner-Of-The-Year<br>Senior Merit Award |
| Soccer: | Captain(s)<br>Outstanding Player<br>Sportsmanship Award |
| Swimming: (men) | Captain(s)<br>Most Valuable Swimmer<br>Outstanding Freshman Swimmer |
| Swimming: (women) | Captain(s)<br>Most Valuable Swimmer<br>Outstanding Freshman Swimmer |

| | |
|---|---|
| Track: (women) | Most Valuable Runner<br>Most Points Scored |
| Volleyball: | Captain(s)<br>Most Valuable Player<br>Most Points Scored |
| Basketball: (women) | Captain(s)<br>Most Valuable Player<br>Most Points Scored<br>Leading Rebounder |
| Softball: | Captain(s)<br>Most Valuable Player<br>Leading Hitter<br>Leading Fielder |
| Tennis: (women) | Captain(s)<br>Most Valuable Player |
| Athletic Training: | Outstanding Student Trainer |
| Athletic Coaches: | Coach of the Year (conference, state, region, nation) |

Varsity teams (men and women) which earn specific post season honors may qualify for a team picture to be displayed within King-Horn. The 16" x 20" color photo (or similar photo/plaque) is to be costed against the individual sport's budget. (Criteria: Regional Final or National Tournament participation).

Also, each intercollegiate team shall have a 5" x 7" or 8" x 10" color photograph displayed within the hall photo display cases.

Individual student-athletes may qualify for individual (black/white) photos by earning All American honors or All State honors while at ONU. These photos shall be displayed within King-Horn.

Banners -- Display Of

Large banners may be purchased from the individual sport budget for those sports participating in a national tournament (5' x 7'=$350.00). Smaller banners for conference championships or OAISW (state) championships may be purchased. These may be single "shingles" or individual year indicators to be placed beneath a larger banner to signify the year of the specific championship.

Athletic Banquets

Each team will be permitted to have an awards banquet at the conclusion of the season or at another time which the Head Coach shall select with the approval of the Athletic Director.

The amount of money allocated for each individual sport banquet shall be determined by the number of individuals who are officially involved with the team, i.e., coaches, players, managers, scorekeepers, etc. This number will be determined by the Head Coach and the Athletic Director.

"Outsiders" may be invited to the banquet but they must pay to attend. The athletic department will pay for the cost of selected University administrators and invited staff and faculty. Parents and relatives of the athletes shall be charged for the banquet.

It is suggested that the banquets be combined among sports (for example, women sports or sports in a particular season) to minimize expenses of the events and to provide for a more meaningful and enjoyable experience. In lieu of banquets, it shall be permissible for the Head Coach to plan a "party" at the coach's home or at a public dining establishment so long as the cost of said "party" or banquet is comparable to a regularly scheduled event on the ONU campus.

Use Of Athletic And Health And Physical Education Facilities

The Chairperson/Director has established specific policies regarding the utilization of facilities. The Athletic Director is responsible for the scheduling of all activities within King-Horn and all playing fields (intercollegiate, intramural and recreational) including the University tennis courts and the Fitness Trail(s).

When non-University organizations, groups or individuals desire to utilize Athletic/Physical Education facilities, the scheduling of all such facilities must be completed through the Chairperson/Athletic Director's office.

First priority of such facilities shall be academic. Second, the intercollegiate athletic program. Third, The intramural program. Fourth, general recreation and club sport activity. Of course, the facilities can also be used for other purposes/activities within the University's programs, i.e., commencement, concerts, etc.

The use of the wrestling, dance and gymnastics rooms within King-Horn shall be limited. These three rooms shall be locked when not in use. Only authorized use shall be allowed. Any professional or support staff shall open the gymnastics room to ONU students if there is a spotter who will accompany the individual(s) who desire to use the room. Of course, no one is allowed to use the trampoline without a qualified faculty member PRESENT AT ALL TIMES AS A SPOTTER. The wrestling and dance rooms may be reserved through the receptionist/secretary.

Scheduling Contests/Practices

The initial considerations in the scheduling will be the fulfillment of all obligations of conference play where they exist. Contests should normally be scheduled between similar institutions within the same geographical area. Natural and traditional rivalries should be respected, and a balance of competition which will lend interest, color, and appeal will be considered.

The coordination of all athletic scheduling shall rest with the Athletic Director. Individual sport coaches are encouraged -- indeed expected -- to establish contacts, make tentative arrangements, and recommend toward future scheduling; however, no scheduled events are binding (for men or women) until contracted by the Athletic Director who will sign all contracts.

Each year the department sponsors a number of special sporting events on the campus or cooperate in their sponsorship. Below are the usual events being promoted at this time or anticipated:

1. Homecoming
2. Parents' Weekend
3. All Sports Day (Winter)
4. ONU Wrestling Tournament

The Saturday of Homecoming weekend and the Saturday of Parents' Weekend shall not include any indoor athletic event or practice session scheduled in King-Horn to make possible Saturday evening concerts for all of the University community. In the event that a concert does not take place, the Athletic Director may authorize activities to take place on these two Saturdays.

It is highly desirable for all sports (insofar as is possible) be scheduled on the ONU campus for Homecoming, Parents' Weekend and All Sports Day.

The Athletic Director will maintain the master scheduling book. Tentative game arrangements shall be written in pencil and contracted and signed contests shall be written in ink. Coaches are responsible for being aware of scheduled events for all sports so as to prevent possible conflicts and to prevent the situation in which ONU finds itself with all teams away from campus on a particular date.

The fall quarter schedule shall be completed by the preceeding March 10th. The winter quarter's schedule shall be completed by the preceeding March 10th (allowing for some late changes until mid-summer). The spring quarter's schedule shall be completed by February 1st of the year in which the quarter schedule is to be played.

It shall be the responsibility of each Head Coach to make the Athletic Director aware of tentative agreements so that the Athletic Director may put the event in the master schedule book. The reason for this requirement is to allow all coaches (in addition to the Athletic Director) to be aware of which athletic contests are tentatively planned on certain dates. Thus, coaches will be able to "work around" dates which are already on the calendar. It is not acceptable to have a situation in which we have scheduled 3,4, or 5 or more contests away on the same day while having no home athletic contests for our students and faculty.

It shall be the policy for the coaches to schedule as many contests as possible on weekends and on days which would insure that athletes (and their coaches) would miss a minimum of classes and other University activities.

Whenever possible, coaches should attempt to schedule in such a manner as to share vehicles (bus) so that the transportation challenge with a minimum of vans/cars will not be critical for every away contest. Either coaches should attempt to schedule contests so that several teams could ride the University bus or the contests should be scheduled so that the department would not have a multitude of away contests on the same date with all teams requiring University transportation.

The actual number of contests per sport has been established by the Athletic Advisory Committee. The maximum number of contests are:

| | |
|---|---|
| Football | 9 plus scrimmage until 1984. 10 plus scrimmage 1984 & 85. Post Season contests are not included in the above. |
| JV Football | 5 JV games. |
| Soccer | 13 plus scrimmage (including alumni game). |
| Basketball (M) | 18 during regular school sessions plus 8 during holiday. |
| JV BB (M) | 16 games. |
| Cross Country | 14 total including OAC. |
| Wrestling | 14 total including OAC. |
| Swimming (M) | 10 total including OAC (includes diving team also). |
| Track (indoor) | 6 including OAC. |
| Track (Out) (M) | 11 plus the OAC. |
| Baseball (d/s) | 28 dates exclusive of spring trip. |
| Tennis (M) | 13 plus OAC. |
| Golf | 13 plus OAC; two overnight trips included without counting the OAC. |
| Volleyball | 20 dates. |
| Basketball (W) | 20 games. |
| JV BB (W) | 16 games. |
| Softball | 18 dates. |
| Tennis (W) | 13 dates. |
| Track (Out) (W) | 10 dates. |
| Swimming (W) | 10 meets. |
| JV Volleyball | 16 dates. |

Limitation of practice time is generally the responsibility of the Head Coach. A guideline of not utilizing more than three hours of a student's time in any given day will be adhered to in organizing a practice schedule while the University is in session.

Other than conference obligations it shall be an established policy that away contests scheduled on a school day should be limited to institutions within 1½ to 2 hours driving time (one way). This same guideline is to be followed on days preceeding a school day if the event is scheduled for an evening starting time. In addition to conference obligations, exceptions shall be made for natural and traditional rivalries as well as instances in which it is impossible to schedule a suitable and competitive opponent in the specific sport within the 1½ to 2 hour guideline.

Scheduling shall be organized so that it furnishes as nearly equal competition as possible. Scheduling teams which are division I and II shall be accomplished only when other objectives (such as equal competition, short distances, recruitment, public relations, financial) can be shown to be realized.

The length of season, distance of travel, and absence from classes are all factors which shall be weighed and considered in establishing a well-balanced, competitive intercollegiate athletic schedule for men and women. Schedules should be constructed so that there is an equal number (generally speaking) of home and away contests. No regular season contest shall be scheduled during the period of final examinations. Post season competition falling during final examinations has been approved by the Athletic Advisory Committee. Faculty assistance shall be respectfully requested in continuing allowances for students' participation which would conflict with class and test sessions.

Pre-School and Out-Of-Season Athletic Activity

Pre-season practices and conditioning are limited by the Athletic Advisory Committee, National, State and Conference rules and regulations as well as by the available facilities and preferences of individual coaches.

A coach may require or suggest a pre-season conditioning program. The weight rooms (Nautilus and Universal/free weights) and the handball courts may be reserved for such use at appropriate times.

The team which is in season has priority both in practice facilities and in terms of locker space and athletic training personnel over a team which is in pre-season or out-of-season.

For specific policies regarding pre-school and out-of-season athletic activity the individual coach is directed to follow the appropriate National, State, and/or Conference constitutions and by-laws.

Post Season Competition

The Athletic Advisory Committee has established policies regarding the post season competition for athletic teams. Qualification for the event/tournament shall not assure automatic participation. The final decision for post season competition shall be based upon several considerations which might include, but not be limited to, the availability of funds, promise of representative performance, extensiveness of the travel required, etc.

Individual team members or solo participants will not necessarily be accompanied by their coach.

It shall be the responsibility of the Head Coach in each sport to notify the Athletic Advisory Committee through the Athletic Director of the team's (individual's) possible/probable post season competition opportunities prior to the conclusion of the sport season.

The criteria for post season competition is as follows:

1. Only those teams which win the championship title at a particular level shall advance to the next level within the post season play.
2. Additionally, teams which do not win the championship title but nevertheless qualify for advancement to the next level in post season play (as determined by the national or regional sponsoring organization) shall be allowed to advance to the next level if the national or regional sponsoring organization pays for the team's (or individual's) travel to that next level.
3. If the team does not qualify for advancement to the next level per the above criteria, the team, through the Athletic Director, shall petition the Athletic Advisory Committee for consideration based upon special consideration which may or may not be of such a significant nature as to justify the committee's recommendation that the team advance to the next level. (Passed AAC 11/20/80).

When a team has only partial expenses paid by a national or regional sponsoring organization, the coach of that particular sport must -- through the Athletic Director -- petition the Athletic Advisory Committee per #3 above. For those sports in which the team members have their expenses paid for by the national or regional sponsoring organization but the expenses of the coach is not covered (such as cross country, wrestling, etc.), the coach shall petition the Athletic Director for permission to utilize that sport's available budgeted funds to finance the coach's travel expenses while accompanying his/her team in post season competition.

It is the interpretation of the Athletic Department that nothing above prevents the individual teams from participating in the first level of post season competition. For example the women's volleyball, basketball and tennis teams would be allowed to compete in the first level (satellite and state) of post season competition. Policies #1, #2 and #3 would come into effect after the first level of competition has been completed.

Travel Arrangements (transportation, food, lodging)

All travel must be authorized or approved by the Chairperson/Director. The approval of travel expense reports by the Department Administrator constitutes certification of the propriety of all expenses and allowances listed as actually necessary in the performance of official University business.

Mileage may be reimbursed at the current University rate for the use of privately owned vehicles, if such mode of transportation is approved by the Departmental Administrator. Reimbursement may be claimed for parking charges, ferry and taxi fares, and bridge, highway and tunnel tolls. Receipts are necessary for reimbursement in all cases.

Meals, lodging and incidentals may not exceed maximum University rates (when established). Cost of travel of members of the employee's family is not reimbursable. In the event a member of an employee's family accompanies him/her and no evidence is furnished indicating the room rate for single occupancy, the employee will be reimbursed at no more than 2/3 of the lodging charge for double occupancy.

The staff member -- in making arrangements for official travel -- shall contact the athletic secretary/budget clerk for the form with which to request monies for team and/or professional travel.

It is the responsibility for the coach -- through the athletic secretary/budget clerk -- to make transportation, meal and lodging arrangements for his/her intercollegiate team. Those traveling with the team, other than the official University travel party, must be authorized by the Department Administrator.

The limitations in travel squads have been established by the Athletic Advisory Committee. These limitations are listed below.

| | | |
|---|---|---|
| Football | 56 plus Athletic Director | |
| JV Football | 42 plus Athletic Director | |
| Soccer | 18 plus Athletic Director | |
| Basketball (M) | 18 plus Athletic Director | |
| JV Basketball (M) | 10 plus Athletic Director | |
| BB V & JV (M) | 28 plus Athletic Director | |
| Cross Country | 18 plus Athletic Director | for OAC & All Ohio Meet |
| Cross Country | 12 plus Athletic Director | for all dual meets |
| Wrestling | 14 plus Athletic Director | for dual meets |
| Wrestling | 17 plus Athletic Director | for meets other than dual |
| Swimming (M) | 23 plus Athletic Director | |
| Track (Indoor-M) | 30 plus Athletic Director | |
| Track (Outdoor-M) | 30 plus Athletic Director | |
| Baseball (s/d) | 22 plus Athletic Director | |
| Tennis (M) | 10 plus Athletic Director | |
| Golf | 7 plus Athletic Director | |

Travel Arrangements - continued

| | |
|---|---|
| Volleyball | 18 plus Athletic Director |
| JV Volleyball | 12 plus Athletic Director |
| VB V & JV | 30 plus Athletic Director |
| Basketball (W) | 18 plus Athletic Director |
| JV Basketball (W) | 10 plus Athletic Director |
| BB V & JV (W) | 28 plus Athletic Director |
| Softball | 24 plus Athletic Director |
| Tennis (w) | 10 plus Athletic Director |
| Track (Outdoor-W) | 30 plus Athletic Director |
| Swimming (W) | 23 plus Athletic Director |

It is understood that all team members are to travel with the team -- to and from the contest. No team member will be excused from this policy except in extenuating circumstances, and then, only with prior permission from the coach.

It is imperative that the athletic office know in advance the names of all members of the official travel party for all away contests AS WELL AS the names of all student-athletes who will comprise the team roster at all home contests. The itinerary for away contests will be determined by the Head Coach and approved by the Athletic Director prior to its being finalized. ITINERARIES SHOULD NOT BE CHANGED WITHOUT INFORMING THE ATHLETIC OFFICE/DIRECTOR. Each coach will be expected to complete the Athletic Itinerary Form at least 96 hours prior to the date of the contest. Each coach will be expected to complete the list of the team roster for home contests also at least 96 hours prior to the date of the contest.

The reason for this requirement concerning the completed ITINERARY FORM and the completed HOME CONTEST TEAM ROSTER is two fold. First, the Athletic Department needs to be aware of the number and names of the travel party and the home contest team roster in the event that an emergency situation would dictate that a specific individual(s) be contacted. SECONDLY, THE ITINERARY (containing the names of athletes) AND THE HOME CONTEST TEAM ROSTER will be utilized by the Athletic Department in notifying appropriate professors within the University of the fact that specific student-athletes are expected to be representing the institution in an approved student activity (athletics) and to request the faculty members' continued consideration and assistance in allowing the listed student(s) to indeed participate in the athletic event.

In order to adequately notify each of the appropriate faculty members of the names of athletes selected to participate in away and/or home contests, it is absolutely essential that the Head Coach assumes the responsibility of having each student-athlete (and student staff members--managers, etc.) complete the PERSONAL DATA INFORMATION SHEET and deposit this sheet with the athletic secretary. This PERSONAL DATA INFORMATION SHEET contains the class schedule (and professors' names) and other pertinent information which will enable the athletic secretary to notify individual professors of the time conflict between the athletic event and the class schedule. The athletic secretary shall put in the office mail such notification at least 72 hours prior to the athletic event.

Meal Money

A stipulated amount of money is allowed for each meal depending upon the type of meal (breakfast, lunch, dinner, post-game, pre-game). This amount will be the same for all teams, but may vary depending upon the site of the meal, i.e., large city versus a small town. The money is to be picked up from the business office or from the athletic secretary/budget clerk prior to the trip by the Head Coach. The Head Coach is to have previously requested the specified amount through the athletic secretary/budget clerk -- well in advance (two weeks time recommended).

It is recommended that the Head Coach pay for the meals of the travel party (with University funds) personally. The practice of handing sums of money to student-athletes and letting them then buy their own meals (and/or pocketing the sum) is to be discouraged except in special situations. In any event, receipts for all expenditures are to be obtained and handed into the athletic secretary/budget clerk upon return to the campus along with the completed trip and expense report.

Post Trip Reports/Return of Vouchers-Money

The completed trip report and excess monies from an athletic and/or physical education trip must be filed with the business office (through the athletic secretary/budget clerk) within 48 hours after the team returns to the University campus. All receipts must be obtained for accounting purposes.

Lodging

The athletic teams at Ohio Northern University attempt to stay in nice motels/hotels whenever feasible. If one does have a negative experience this information should be made known to the Athletic Director so that the motel/hotel may be eliminated from the list of suggested sites. If the itinerary is changed after reservations have been made and it is evident that the team is going to be staying in a different motel/hotel, please cancel the reservations promptly so that the Athletic Department will not be charged (individual sport budget charged).

Transportation

As soon as the coach's schedule is complete, the necessary vehicles should be reserved by the coach through the athletic secretary. This must be done as soon as possible due to the high demand for the use of the University vehicles and the limited number of vehicles (vans, cars and one bus).

As much as possible teams should attempt to share vehicles by scheduling in such a manner as to have more than one team travel -- on the University bus for example -- together to a site. Swimming is one sport which can easily accomplish this feat and other sports (baseball/golf/tennis) should attempt to do so as well -- insofar as is possible.

Every effort should be made to return all vehicles by the time stipulated on the trip sheet/itinerary. Another party may have the vehicle(s) reserved for a trip. If you know you are going to be late returning a vehicle to the University please call ahead and notify the Transportation Office or the department from which you secured the vehicle. If an individual notices anything wrong with any vehicle it is essential that the Transportation Office or the appropriate department which issued the vehicle be notified as soon as possible so as to make appropriate repairs possible.

Credit cards for the purchase of gas are provided by the Transportation Office. Put the receipts and the keys in the slot provided at the Transportation Office if no one is in that office upon return to campus. FILL OUT ALL TRIP FORM INFORMATION AS REQUIRED.

On all athletic trips sponsored and authorized by this department, at least one staff member shall accompany the squad (unless expressly exempted by the Athletic Director). If circumstances are such that the coach responsible cannot make a trip, he/she shall consult with the Athletic Director in order that arrangements can be made for an appropriate substitute.

Coaches will continue to request through the office of the Budget Clerk transportation for away contests. Upon notification of which vehicles are to be assigned to the athletic department for any particular activity, the Head Coach shall continue to be responsible for obtaining drivers for each of the vehicles (exception--bus).

Coaches should plan well in advance so that an adequate number of drivers are available for all vans and cars. Coaches should anticipate that the number of drivers needed could be as high as the greatest number of cars which would be required to transport the entire travel party. Then, if vans or the bus is assigned for a particular event/activity, the coach will not need all of the drivers which would had been needed had only cars been assigned. The objective is to be prepared with the maximum number of drivers which might be needed.

In terms of obtaining drivers, it is permissible for the Athletic Director to authorize students, spouses of staff members and other selected individuals as authorized drivers for the HPE & A department for the purpose of transporting teams, etc. to contests, etc. The Athletic Director shall complete a short form (Drivers Authorization Form) and give one copy to the Head Coach authorizing an individual to drive. The information which is needed includes the license number and expiration date of the individual's drivers license.

The University does have first dollar coverage which provides insurance coverage for all such drivers. This means that the drivers (students and staff and spouses, etc.) who are authorized by the University (Athletic

Director) are covered first by the University insurance and shall be held harmless by the University. The bottom line is that the drivers will be protected by the University insurance rather than any which they might have on a personal basis.

It shall continue to be the responsibility of the coaches to arrange for drivers -- either themselves, students or other University staff members. It is the policy of this department that student drivers are indeed acceptable and can be authorized to be used as drivers.

Priorities In The Assignment Of Vehicles

In the assignment of the bus, the vans and the cars within the University, the general principles presented below shall be utilized in determining which teams shall be assigned specific vehicles.

1. Teams which are required to travel a greater distance with a larger number of individuals within the travel party shall be assigned the bus when it is available.

2. Teams which are traveling over poor road conditions shall be assigned the bus or van(s) if they are available. If there is more than one team traveling on the same date and the road conditions are poor for both teams, then the team which has the greater distance and the greater number of people in the travel party shall be assigned the larger vehicle(s) -- if available.

3. Generally speaking, factors such as distance to be traveled, number in the travel party and the road conditions are to be considered in the assignment of University vehicles for away contests/activities for the athletic teams.

Recruiting

Ohio Northern University desires to recruit student-athletes of good academic and athletic background and potential. The University adheres to the NCAA Recruiting Code of Good Conduct and the OAC rules and regulations concerning recruiting. Similarly, the University adheres to the AIAW, MAIAW and OAISW rules and regulations in the conduct of the women's athletic sports.

Under no condition will any coach promise a potential recruit anything which has not been authorized and approved by the department, the University or any other regulatory agency, i.e., NCAA, OAC, AIAW, MAIAW, OAISW.

Through the years, the colleges and universities of this country have improved and expanded their intercollegiate athletic programs while reflecting the interests of the particular institution, its students, alumni and other friends. Recruiting is a recognized part of this program and is a permissible and positive, accepted activity provided it is conducted in good taste and in accordance with governing legislation. Accordingly, through the cooperative efforts of the National Federation of State High School Athletic Associations and the National Collegiate Athletic Association, this Recruiting Code of Good Conduct has been devised as a guideline to those most vitally interested; namely, the prospective student-athlete, the parents of the student-athlete, the high school coach and the principal and the representatives of colleges in which the prospect has an interest.

The athletic programs of the high schools, junior colleges and colleges/universities are the principal forces which underlie the athletic prowess and stature of this country. These educational institutions earnestly desire to maintain the integrity of their sports programs and conduct them in a manner befitting their educational objectives. Consequently, they call upon all interested persons to enroll in this cooperative effort to improve the administration of high school and college/university athletics.

Within the letter and intent of the NCAA, AIAW, MAIAW, OAC, OAISW rules and regulations concerning recruiting, it shall be the express responsibility of each coach to actively engage in the recruitment of potential student-athletes. Each coach has these rules and regulations at his/her disposal and it is his/her responsibility to see that all members of his/her coaching staff adhere to said rules and regulations.

Negative recruiting against other colleges/universities shall not be permissible. It is essential that the staff sell and market Ohio Northern University and not attempt to run down a competitor. It is not acceptable to poor mouth academic/athletic records or potential of students who do not enroll at ONU. It is also unwise to attempt to make comparisons -- either good or bad. The emphasis should be on the positive -- the advantages which ONU is able to provide in meeting the needs of the students (who are also athletes).

## Eligibility of Athletes

It shall be the duty and responsibility of the Head Coach, the Athletic Director and the Registrar to certify the eligibility of all intercollegiate student-athletes.

The specific procedures which shall be followed in the determination of eligibility of female and male student-athletes follow:

For Women (effective 2/4/81)

| | Action | Deadline |
|---|---|---|
| 1. | The coach shall provide a list of team members to the Coordinator of Women's Athletics who shall give the list to the Athletic Director.** | Within one week after 1st practice. |
| 2. | The Athletic Director provides a team list to the registrar. | within 48 hrs. |
| 3. | The Registrar obtains from the Academic Deans and the Dean of Student Services the names of team members to be deleted from the eligibility list. | Within 3 days. |
| 4. | The Registrar returns list to the Athletic Director with deletions indicated. (Copy to the Vice President for Academic Affairs). | Within 24 hrs. |
| 5. | The Athletic Director returns completed final report forms to the Coordinator of Women's Athletics. | Within 48 hrs. |
| 6. | The Coordinator of Women's Athletics sends report to the following:<br>a. Green copy to AIAW National Office<br>b. White copy to Regional Ethics & Eligibility Chair<br>c. Gray copy to State Ethics & Eligibility Chair<br>d. Copy to OAISW Treasurer<br>*e. Blue, yellow, pink, second white, and gold copies are retained for school file.<br>f. Additonal copies to the Vice President for Academic Affairs and the Athletic Director | Within 48 hrs. |

Note 1: Addenda to the list can be provided at any point in the process.

Note 2: The goal will be to have the list submitted before the first game of the season.

*Note 3: All copies listed under 6e above should be kept by the Coordinator of Women's Athletics.

**For each transfer student. the coach shall provide to the Athletic Director a written, signed statement stating the reasons/by-laws supporting the belief that a particular student is eligible under the appropriate national, regional, state and conference rules and regulations.

**For Men**

| | Action | Deadline |
|---|---|---|
| 1. | The coach shall provide a list of team members to the Athletic Director* | Within one week after first practice. |
| 2. | The Athletic Director provides a team list to the Registrar. | Within 48 hours. |
| 3. | The Registrar obtains from the Academic Deans and the Dean of Student Services the names of the team members to be deleted from the eligibility list. | Within 3 days. |
| 4. | The Registrar returns list to the Athletic Director with deletions indicated. (Copy to the Vice President for Academic Affairs). | Within 24 hours. |
| 5. | The Athletic Director returns completed final report form to the Registrar with his signature and that of the Faculty Representative. | Within 48 hours. |
| 6. | The Registrar sends report to the Ohio Athletic Conference. (Copies to the Vice President for Academic Affairs and to the Athletic Director. | Within 48 hours. |

Note 1: Addenda to the list may be provided at any point in the process.

Note 2: The goal will be to have the list submitted before the first game of the season.

*For each transfer student, the coach shall provide a written, signed statement stating the reasons/by-laws supporting the belief that a particular student is eligible under OAC/NCAA rules and regulations.

In those sports which compete during two quarters (whether regular season or post season), it will be necessary that the particpating athletes be again certified in the subsequent quarter as to their eligibility prior to the first contest in the new quarter.

Eligibility -- Team Meetings

The Athletic Director shall meet with each team (men and women) before they begin their regular season schedule. It is the responsibility of the Head Coach to arrange with the Athletic Director a suitable time/date/site for this visit. The purpose of this meeting is to inform each athlete of the University, NCAA, OAC, AIAW, MAIAW, OAISW rules and regulations. There are also forms which athletes shall initial/sign dealing with, but not limited to, publicity, eligibility and equipment usage.

It is imperative that all coaches continue to emphasize the importance of having students notify the athletic department IMMEDIATELY if they fail to be enrolled for a minimum of 12 credit hours during any quarter and/or fail to meet other eligibility rules and regulations of National, Regional, State, Conference organizations as well as of this institution.

## Financial Aid Assistance

The Financial Aid Office at Ohio Northern University is charged with the responsibility and duty for administration of various types of federal, state and instructional financial aid programs. This responsibility includes the area of student employment.

If an individual coach is attempting to recruit a student-athlete who desires to apply for financial aid, the student should contact the Financial Aid Office for the appropriate forms. If the coach wants to be helpful in meeting the needs of the students he/she should notify the secretary in the Financial Aid Office and request that the proper form(s) be sent to the individual from the Financial Aid office.

Under no circumstances are coaches permitted to speak for the Financial Aid Office in regard to types or amount of awards actually awarded to a student-athlete.

All financial aid is awarded through the Financial Aid Office and such aid is based on financial need as determined by the FAF (insofar as athletes are concerned). In instances where a student-athlete has a work-study assignment or similar arrangement through University funds, it is IMPERATIVE that the individual perform an hour's work for an hour's pay. There are not to be any "soft touches" in respect to jobs being assigned to student-athletes (or to non-athletes for that matter). There are no "alligators" to be kept out of the natatorium or "elephants" to be kept from the dance room.

It is recommended that student-athletes not be assigned to work within the Athletic Department and especially not for the individual student's Head Coach in the season in which the student-athlete is participating in that coach's sport.

The NCAA and Ohio Athletic Conference regulations, effective fall of 1981, require that financial aid procedures used for making awards to student athletes be consistent with the procedures which are used for making awards to all male students at the institution. Interpretations by the NCAA and the OAC in this regard are that the gift aid awarded to athletes cannot exceed the average gift aid awarded to male non-athletes at an institution during the previous academic year. Student athletes with gift aid which exceeds the average gift aid awarded to male non-athletes cannot be declared eligible for competition under the NCAA and OAC regulations unless there is specific justification for the higher award. Information on all awards to student athletes is furnished to an OAC committee which rules on the eligibility in each case.

Work Study - Student Employees

It is highly recommended that all work-study personnel, that all student employees to be assigned to such duties as checkers and equipment/ supply rooms be skilled in typing so that such students would be able to perform the security duties while they are also performing typing and other secretarial type chores/tasks at their normal station within King-Horn.

The objective is to be able to "kill two birds with one stone". Also, it shall not be permissible for a checker to be "lounging" on a chair or couch when the Department has secretarial tasks which can be performed by that student simultaneously with the performance of the normal security/checkout tasks.

Lifeguards (work-study and other student employees) are not permitted ever to study while on duty. NEVER. There shall be two lifeguards on duty only during heavy usage of the natatorium. At other times, one qualified lifeguard shall be assigned to the natatorium. When there are two guards on duty the normal rotation of guards from the "chair" to the side of the deck shall be maintained. THE ULTIMATE OBJECTIVE FOR THE LIFEGUARDS) ON DUTY SHALL BE TO GUARD THE INDIVIDUALS WITHIN THE NATATORIUM AREA.

Staff members responsible for work-study/student employees include:

1. Jack Mansfield -- equipment and laundry area; pre-season activity, checkers for King-Horn.
2. Herb Strayer -- 1st & 2nd quarter natatorium activities.
3. Sheila Wallace -- 3rd Quarter natatorium activities.
4. Helen Ludwig -- WRA and women's athletic recruiting activities.
5. Sheila Wallace -- women's intramurals.
6. Dick West -- men's intramurals.
7. Dr. Stier -- departmental receptionist area.

Work-Study - Student Employment Procedures

The work-study - student employment budget and administration is broken down into three parts:

1. Intercollegiate
2. Physical Education and Health Education
3. Intramurals

Under Intercollegiate Student Employment the student employees are all under contract and will have their contractual agreements signed by the Athletic Trainer/Equipment Manager as immediate supervisor and by the Athletic Director as Department Administrator.

Under Physical Education and Health Education Student Employment the students will pick up their monthly time sheets from the department secretary and will take the time sheets and fill out the correct number of hours. The time sheets then will be returned to the department secretary who then notifies the direct supervisor (Mr. Strayer is responsible for the natatorium for the first and second quarters; Ms. Wallace for the natatorium during the third quarter; Mr. Mansfield for the King-Horn checkers, etc.) that the completed time sheets are in and that the supervisor should proceed to the department secretary's desk to verify the student's hours with the supervisor's own records. On that basis, the supervisor shall sign the completed sheets for the department secretary.

The department secretary shall then inform the Department Administrator that the time sheets have been correctly filled out and verified by the individual supervisors and are ready for the administrator's signature. Upon the administrator's signature, the time sheets are forwarded to the business office.

Under Intramural Student Employment there are three sub areas:

1. Men's intramurals -- under the Men's IM Director
2. Women's intramurals -- under the Women's IM Director
3. Other activities -- under the Coordinator of Women's Athetics

The students will pick up their monthly time sheet from the department secretary and will take the time sheet and fill out the correct number of hours. The individual time sheet then will be returned to the department secretary. The supervisors of all student employees will be notified by the department secretary that the time sheets are in and that the superviors should proceed and verify with the supervisors' own records the correct number of hours for each student employee. Following the verification, each supervisor should sign the appropriate time sheets.

The department secretary will then inform the Department Administrator that the time sheets have been filled out, checked and verified and are ready for the administrator's signature. Following the signature of the administrator the sheets are forwarded to the business office.

The immediate supervisor is responsible for insuring that the hours claimed by the student(s) (and paid for by ONU) are indeed accurate and that the student(s) did indeed work the hours stated. Similarly, the immediate supervisor is responsible for staying within the budget allocation as determined by the Department Administrator. The evaluation of, hiring of and supervision of the student employee is the direct responsibility of the immediate supervisor. (effective 11/7/80)

Some student employment services may be on a "contracted" basis rather than on an hourly basis.

Insurance

A deductible type of group insurance is subscribed to by the University for participants in the institution's intercollegiate athletic programs. Student-athletes should be checked at the beginning of the season by the Head Coach of each sport to determine if they have any personal insurance for injuries.

The Head Coach shall submit to the Athletic Director a list of his/her athletes prior to the end of the first week of practice.

Athletes must have permission of the team physician or of the health center prior to practicing with the team. This means that each student-athlete must have a current, valid physical examination taken within the previous 12 months. Said examination must address the question of the advisability of this individual participating in the particular sport in which the student anticipates/expects participation.

No physician other than the ONU team physician should be contacted (insofar as expecting ONU's insurance policy to cover such activity) except in an emergency for an athletic injury.

The insurance policy is written on a yearly basis and the number of participants of each sport is forwarded each year to the carrier. Thus, it is essential that the Head Coach notifies the Athletic Director of the actual number participating in each sport (see second paragraph above).

The Athletic Trainer shall coordinate with the Business Office in the processing of claims.

It is required that the Head Coach provide to each student-athlete a written summary of the insurance which is provided by Ohio Northern University prior to that student's participation in any practice and/or contest.

The summary of the athletic insurance provided participants during the 1981-82 academic year is provided below.

Each participant in ONU varsity sports is covered by insurance in the following manner:

1. By the regular basic student insurance program subject to the same coverages and limitations as all other students.

2. By a Special Athletic Major Medical Policy, paid for by the University, when the bills exceed $250.00 and you are not covered under any other valid and collectible Hospital or Group Insurance Plan that the student or the student's parents may have. Medical expenses not covered by the basic policy and the student's own insurance will be covered by the Athletic Major Medical Plan.

Briefly, this policy covers all Hospital, Surgical and other medical expenses incurred within one (1) year of the date of the original accident, to a maximum of $15,000.00.

NOT COVERED ARE: 1. Dentistry, except accidental injury to sound, natural teeth, maximum $500.00. 2. Air travel, except as a passenger of a regular airline. 3. There is no coverage for injuries received prior to entry into Ohio Northern. 4. There is no coverage for injury or damage to dental partials or plates, or for the breakage of eye glasses or contact lenses. Expenses not covered by the Basic or Special Major Medical Insurance are the responsibility of the Student or Parents.

ANY INJURY SUSTAINED MUST BE REPORTED TO THE STUDENT HEALTH SERVICE. REPORTS SHOULD BE MADE IMMEDIATELY. All claims must be reported and bills submitted as outlined in the Student Insurance Folder. Failure to do so may affect payment of the claim.

Ohio Northern University has made every effort to cover each athletic participant with the best in insurance coverage, based upon hospital and surgical and doctors' fees in this geographical area (northwest Ohio). It is impossible to duplicate medical costs in other areas, since they vary greatly. The responsibility of these higher fees must rest with the student and his/her parents. Area hospital room rates are now approximately $125.00, some rates in Cleveland are as high as approximately $260.00 a day.

Budget

The policy of the Health, Physical Education and Athletic Department in respect to budget control and expenditures is that each Head Coach and coordinator/director is responsible for determining the needs of his/her program in consultation with the Chairperson/Director.

Each Head Coach and coordinator/director shall make out a preliminary budget request. Each such budget request shall be submitted to the Department Administrator who in turn has responsibility for submitting an overall departmental budget to the Vice President for Academic Affairs, the Vice President for Financial Affairs and the Dean of the College of Arts and Sciences.

Once the Athletic Director/Chairperson of Health and Physical Education has finalized the approved budget for each sport and for each program, the Head Coach and coordinator/director shall be responsible for "living" within the budget as determined by the Administrator of the department. ALL EXPENDITURES OF FUNDS REQUIRE A REQUISITION AND A PURCHASE ORDER.

All requests for expenditures must be made in writing to the Departmental Administrator. Upon his/her approval, the request shall be forwarded through normal channels. No adjustments, no budget transfers between line items or between sports are to take place without the approval of the Departmental Administrator. There shall be line item transfers possible but only with the approval of the Departmental Administrator. IT IS NOT POSSIBLE TO TRANSFER FUNDS FROM Equipment or from Salaries.

The chart of accounts (line items) for Health and Physical Education is as follows:

| | |
|---|---|
| 81143-09 | Work Study |
| -15 | Equipment, Instructional |
| -17 | Equipment, Other |
| -21 | AV Aids |
| -22 | Awards |
| -47 | Miscellaneous |
| -51 | Postage |
| -55 | Equipment Repair |
| -57 | Expendable Supplies |
| -59 | Office Supplies |
| -63 | Telephone |
| -64 | Travel, Food, Lodging |
| -74 | Copy Services |

The chart of accounts (line items) for Athletics is as follows:

| | |
|---|---|
| 81710-09 | Work Study |
| -17 | Equipment, Other |
| -22 | Awards |
| -27 | Dues |
| -28 | Entertainment |
| -33 | Fees & Officials |
| -34 | Gatekeepers |
| -35 | Guarantees |
| -38 | Insurance |
| -47 | Miscellaneous |
| -50 | Photography |
| -51 | Postage |
| -55 | Equipment Repair |
| -57 | Expendable Supplies |
| -59 | Office Supplies |
| -63 | Telephone |
| -64 | Travel, Food, Lodging |
| -65 | Travel, Other |
| -70 | Laundry |
| -73 | Medical |
| -74 | Copy Services |

The Chart of accounts (line items) for Intramurals is as follows:

| | |
|---|---|
| 81724-09 | Work Study |
| -22 | Awards |
| -99 | Expendable Supplies |

All Head Coaches are responsible for ordering equipment and supplies, etc., which have been tentatively approved in the annual budget allocation as provided by the Departmental Administrator. The initiation of all such requests must come from the Head Coach or coordinator or director of the program which has been allocated specific funds.

All requests for equipment, supplies and other items and services to be costed against a specific sport or program must be completed by specific dates. These dates are provided below. Monies remaining unspent or unencumbered for each sport and/or program beyond the dates specified below shall revert back to the Departmental Budget and are no longer subject to requests by Head Coaches and coordinators/directors.

Time Frame For Budget Expenditures For Sports And Various Programs

Fall Sports -- No requests for expenditures after February 15th.
Winter Sports -- No requests for expenditures after April 15th.
Spring Sports -- No requests for expenditures after June 15th.
Intramural Activities -- No requests for expenditures after June 15th.
All other Activities/Programs -- No requests for expenditures after 6/15.

Cash Advances For Travel Purposes & Accounting For Funds

Within forty-eight (48) hours after the travel has occurred (for an authorized purpose/event) an official travel voucher must be filed with the office of the controller. The voucher must itemize all charges and lodging. The NUMBER of persons receiving meals or lodging must be noted on each receipt. If it is impossible to obtain an itemized receipt, the person in charge should prepare and attach to the voucher a statement providing specific information relative to the charge. The statement should indicate the DATE of the meal, the NUMBER of persons, and the NAME of the restaurant or place of business.

It shall NOT BE PERMISSIBLE for a coach to give money to students for the individual students to spend on food without obtaining the receipts (and related information) cited above. The practice of giving money to student-athletes following a game etc. and having some of the students leave for home with the cash in their pockets is not acceptable unless a receipt is obtained for the coaches. The receipts must be obtained by the coach responsible for the group/team so that the stipulations cited above may be complied with in all respects.

## Will Call Ticket Policies

1. All "will call tickets" must be left in the name of the recipient. Do not use your own name, the names of players, etc., as this encourages false claims. Persons claiming "will call tickets" must now sign for them, and provide personal identification.

2. Put your tickets in the "will call" envelopes and fill in appropriate information completely. Be specific.

3. Put your tickets in "will call" early. It is annoying to have fans waiting for tickets due to negligence. "Will Callers" have a habit of showing up early, so tickets shall be delivered well in advance. For football games the "will call tickets" should be delivered to the business office prior to the day of the game -- if at all possible. The west gate at the stadium is the "will call gate" for football games and the "will call tickets" may be deposited there on the day of the game (but well in advance of the starting time). The north door is the "will call door" for basketball in King-Horn.

## Complimentary Tickets

The athletic secretary/budget clerk shall maintain a complete list of all individuals issued complimentary tickets and shall submit said list to the office of the Vice President for Financial Affairs following the conclusion of each sport.

## Ticket Takers

The University business office shall have complete control over the selling of tickets to the sports for which a charge is made (football, men's basketball and wrestling). Accounting for ticket sales shall be the sole responsibility of the business office.

## Officials

Each Head Coach is responsible for making arrangements -- through the department secretary -- for officials to be assigned for all home contests in his/her sport. In those sports where the conference commissioner assigns officials for conference and/or non-conference contests, it shall be the responsibility of the Budget Clerk/Secretary to confirm.

Officials should be paid prior to all home contests. This can be accomplished by the Head Coach or an assistant coach or by another individual if the Head Coach prefers such an arrangement. The request for check payment for the official is to be made by the Head Coach through the athletic secretary/budget clerk and the check is to be picked up from the business office or from the department secretary by the Head Coach or his/her assignee.

The budget clerk/secretary shall mail a reminder to all officials whom ONU has secured to officiate an intercollegiate contest to insure the timely arrival of said officials. A reminder is not sent for conference contests.

Agency Accounts

All University organizations within the HPE & A umbrella which raise monies shall deposit such funds in agency accounts within the University.

The faculty/staff member in charge of the organization shall be responsible for depositing the above funds into the agency accounts. The ONU business office shall keep a running account ledger of deposits and expenditures for each agency account for the various departmental organizations and groups and shall keep the department of HPE & A apprised.

Concessions

For concessions within King-Horn the organization designated as being responsible for concessions by the Athletic Director shall reimburse the University 15% of the gross receipts.

The balance of the funds (profit to the ONU organization) shall be accounted to the Athletic Director if the organization is within the HPE & A umbrella. Additionally, funds (profit) shall be deposited in agency accounts within the University.

The faculty/staff member in charge of the organization having responsibility for the concessions shall be responsible for depositing the above funds into the agency accounts. The ONU business office shall keep a running account ledger of deposits and expenditures for each agency account dealing with concessions and shall keep the department of HPE & A apprised.

For concessions outside of King-Horn the above shall also remain true (in terms of agency accounts) with the exception that there is not the requirement of 15% reimbursement of the gross receipts to the University.

There shall be a $25.00 deposit for the use of the concession stand area and any items of equipment/supplies. Said $25.00 deposit shall be deposited through the Athletic Director's office into an agency account. The $25.00 shall be returned upon inspection of all equipment/supplies and the concession facility itself if the equipment and concession stand are left in good order and cleaned properly. If the concession area is not cleaned adequately and/or if there is damage, the deposit shall be utilized to compensate for damage and/or cleaning of the area.

The group or organization receiving permission by the Athletic Director to use the concession stand is to be responsible for good and safe conduct within the area and for the maintenance of the items within the concession stand -- ordinary wear and tear excepted.

## Equipment/Supplies/Services

### General Information

The HPE & A department has a policy of purchasing the finest quality equipment and supplies (as well as services). Good equipment and supplies over an extended period of time will last longer and look better than equipment and supplies of less quality.

New equipment and supplies shall be purchased only through the budget clerk/secretary who will file requisitions that must be approved by the Department Administrator prior to purchase. No coach or staff member will order or pick up equipment/supplies personally without going through the normal departmental purchasing procedure.

Staff members are responsible for equipment/supplies assigned to them. Coaches and staff members who initiate purchase orders are informed by the Equipment Manager when such items arrive at King-Horn and are placed on the inventory list by the Equipment Manager. The Equipment Manager, upon arrival of ordered items, checks for accuracy of the shipment and notifies the athletic secretary/budget clerk of the arrival and the condition of the items. The individual initiating the request is then notified of the arrival of the items by the Equipment Manager.

All equipment/supplies utilized by various teams and classes and staff members must be checked in and out according to the procedures developed by the HPE & A department. Selected Head Coaches and directors/coordinators have responsibility for specific sports/activity items in equipment and supplies. These individuals have access to specific storage areas within which equipment and supplies are stored for their sports and programs.

Individuals who fail to return their equipment/supplies immediately after the season or when requested to do so will be billed by the Business Office and may be prevented from future competition within the department. The monies paid by individuals for lost, stolen or damaged equipment/supplies should be credited to the sport(s) from which the item(s) was(were) taken so that replacement items may be secured.

### Equipment/Supply Issue

Athletes and other individuals issued equipment/supplies from the equipment room(s) will be responsible for the return of such items. That which is not returned to the appropriate staff member (Head Coach or Equipment Manager) and accounted for, shall be charged to the individual (to whom the item(s) were issued).

The Equipment Manager shall have responsibility for issuing equipment and supplies and the collection of same. The Head Coach shall be willing to provide assistance to the Equipment Manager in securing the return of all items.

Off-Season Equipment

Off-season equipment for athletes will be provided as available with the following stipulations: those sports that have their own locker rooms will have access to those rooms as they are coordinated through the Equipment Manager's office. The Equipment Manager shall have a minimum of one weeks notice prior to issuing off-season sports with equipment, supplies and services for the sport(s) which the Equipment Manager has responsibility for such equipment, supplies and services.

Specific off-season issue for each sport shall be developed through the Head Coach's office (and the Equipment Manager in the sport of football). Equipment and uniform and supply issue must be kept at an absolute minimum for off-season activity. The extent and duration of off-season practice activity must be cleared through the Athletic Director and such activity must conform with the National, Regional, State and Conference rules and regulations.

Inventory

Each Head Coach and coordinator/director shall keep a current inventory of all items stored in the equipment room(s) assigned to said individual. The Head Coach and coordinator/director is to provide the Athletic Director with a COMPLETE INVENTORY REPORT within 30 days (calendar) following the close of the season's activities. Only in the sport of football is the Equipment Manager responsible for the updating of the inventory report referred to above.

The inventory shared with the Athletic Director shall be coordinated with the purchases made during the particular preceeding season to insure accuracy in the final inventory report.

Responsibility Of The Head Coach With Equipment/Supplies

All athletic equipment/supplies shall be stored, cleaned, repaired, and issued by the Equipment Manager. The Head Coach is to keep the Equipment Manager apprised of the condition of equipment and supplies.

Laundry Service

Laundry service is available to all athletes between the official starting date of the season and the ending date of the season in which they are participating in intercollegiate athletics. During this period all suitable clothing issued to the athlete will be laundered through the equipment manager's efforts.

All athletes are to return soiled clothing to the laundry room for cleaning. The items of clothing shall be reissued through the Equipment Manager.

Emergency Procedures -- Failure Of Scoreboards; Absence Of Equipment And Supplies; Absence Of Officials

A summary of emergency procedures to follow in event of failure of scoreboards and absence of equipment, officials, etc. is available.

Keys -- Locks

Office space for all full time and part-time staff members within the the HPE & A department will be assigned by the Department Administrator. Keys to all segments of the facilities needed by each staff member shall be provided through the Security Office following consultation with the Departmental Administrator.

Keys shall be distributed on a "need to have" basis. There are several "key banks" -- one is located in the staff duplication room and the other is located in the Athletic Training Room.

Staff members must be very careful about letting keys out of their personal possession. In point of fact, keys to the facilities and various rooms should never be out of the possession of the staff member -- under any circumstance. UNDER NO CIRCUMSTANCE IS ANY STUDENT EVER TO HAVE A STAFF MEMBER'S KEY(S). The Equipment Manager will allow specific work-study students to have certain keys to specific rooms, i.e., room 118. The lock to room 118 shall be changed periodically.

It shall be the policy of this department to change the lock(s) to every door at least once every 4-6 months in the case where student employees must -- due to their assignments -- officially be issued a key. ALL LOST KEYS OR MISPLACED KEYS ARE TO BE REPORTED IMMEDIATELY TO THE DEPARTMENTAL ADMINISTRATOR.

Groups and organizations wishing to have a lock changed prior to using a specific room or facility within the department shall be charged a "change-over fee" for this service.

There shall be special doors to which only specific staff members and student employees and other support personnel shall have access to within the facilities. This is in line with the "need to have" philosophy enumerated earlier and is an attempt to insure greater security. Such areas as rooms #139 and #136 are examples of limited access rooms.

A-V Equipment And Supplies

All A-V equipment and supplies may be checked out and may be reserved for future use through the departmental secretary. Staff members are encouraged to plan in advance due to the limitation of equipment and supplies in light of the large number of staff members having need for such items throughout the year.

Video tapes and the video tape machine may be checked out by all athletic and teaching staff for use within the department -- on an advanced reservation basis -- through the athletic secretary/budget clerk.

The varsity and junior varsity football squads are allowed to utilize 16 mm film for games in order that the squads may be in compliance with the OAC regulations which require such filming and film exchange between opponents. All other athletic teams are to utilize the video tape machine and video tapes.

# Athletic Training

## General Information

The Athletic Trainer shall be responsible for seeing that athletic training kits and/or training room facilities are available for all away and home contests as well as for intramural activities and recreational activities within the Natatorium. This includes supplying room #118 and the Natatorium with first aid and training supplies and kits.

The training room is to be staffed and maintained in a professional manner. Under no circumstance shall the training room be unlocked unless there is someone on duty within the training room. The room/office shall be neat.

All injuries must be reported to the Head Coach and to the athletic training staff. The Head Coach or Athletic Trainer shall keep a log of athletic injuries for each student-athlete. This log will include information which the Head Coach and Athletic Trainer feel is pertinent to the treatment and rehabilitation of the student. Only an injury that the Head Coach and/or Athletic Trainer feels is serious enough to warrant referral to the physician shall be so referred. Common sense coupled with a true concern for the student-athlete would seem to be good guidelines to follow in instances involving injuries.

All injury referrals to the team physician must come from the Athletic Trainer. Only in extreme emergencies -- when the Athletic Trainer or coach is unavailable -- is the athlete to see the team physician without permission. If the Athletic Trainer is unavailable, the Head Coach may refer the athlete to the team physician.

## Student Athletic Managers And Trainers

Student athletic managers/student athletic trainers shall be eligible for specific awards designating specific competency and performance. These individuals shall be eligible for Championship Awards (Healy) as well as for specific athletic student trainer/manager letter awards.

A complete and complete and comprehensive policy and procedural manual has been compiled by the athletic training office of the Athletic Department and is on file within the training room and is made available to all appropriate individuals.

Competitive Season — Athletic Training Rules And Regulations

1. Roster on file: a complete and up-to-date list of all athletes who will participate within a coach's sport shall be presented to the Athletic Trainer and to the Athletic Director prior to the first intercollegiate contest. No equipment will be issued until all necessary forms are completely filled out and on file.

2. Physical examination: every student-athlete must have a physical examination to qualify to compete in intercollegiate athletics. The examination and subsequent clearance is to be completed by a member of the Student Health Center or the candidate may provide proof of such an examination by a medical doctor within one year of the student's competition.

3. Injury: the student-athlete is responsible to report to a representative of the athletic training staff all athletic injuries associated with athletic competition as soon as possible. The Athletic Trainer or his/her representative will make the necessary medical referrals as indicated. In the event of an emergency, the athlete is to report to or be taken to the Student Health Center or to the team physician or to security.

   The athlete should report the emergency incident to the Athletic Trainer as soon as possible. THE ATHLETE IS NOT PERMITTED TO SEEK MEDICAL ATTENTION WITHOUT PRIOR AUTHORIZATION FROM THE ATHLETIC TRAINER EXCEPT IN CASES OF EMERGENCIES.

4. Treatment: the training room hours shall be determined by the Athletic Trainer and posted each quarter. Those athletes in season will be served first. Failure of an injured athlete to keep treatment appointments will be interpreted as unwillingness on behalf of the student to cooperate with the Athletic Trainer and the Athletic Department. The Head Coach will be informed of such an athlete.

5. Practice or game participation for an injured or ill athlete: decisions of the availability of an athlete for practice or game competition shall be the sole responsibility of members of the athletic medical staff and/or the Athletic Trainer. Failure to comply with these decisions shall relieve the medical staff and the athletic training staff and the athletic coaching/administrative staff of further responsibility of the injured or ill athlete.

6. Dental Care: Refer to insurance section.

7. Contact lenses: the Athletic Department does not assume any responsibility for contact lenses. All athletes who wear contact lenses should have an extra pair on file with the athletic training staff during the season.

8. Personal illnesses: the Athletic Department assumes no responsibility for personal illnesses. Whenever possible, the Athletic Trainer and the Health Center should be alerted to an athlete who is ill.

9. Out-of-season injuries: The Athletic Department is not responsible for athletes who are injured out of season or in situations not related to in-season practices or competitive contests. This does not mean, however, that such injuries cannot be taken to the Athletic Trainer for discussion.

10. Insurance: the Athletic Department's insurance policy covers most injuries incurred as a direct result of an athlete's participation during the competitive season. Please refer to the insurance section of the department's handbook. The department strongly recommends that all student-athletes carry some form of health insurance policy of their own to cover any illness or injury sustained while not involved in intercollegiate athletics or to cover any injury sustained in athletic competition/practice but which is nevertheless not covered by the department's insurance.

Procedures For Obtaining Medical Examinations

It shall be necessary for the student-athlete to follow the procedures and policies cited below regarding being certified as "fit" for athletic competition and practice.

1. Every student-athlete must have a physical examination TO COMPETE OR PRACTICE ON AN INTERCOLLEGIATE ATHLETIC TEAM. This examination must be on file in the training room BEFORE the candidate begins participation in any manner whatsoever. It shall be the direct responsibility of the Head Coach to insure this fact in cooperation with the Athletic Trainer.

2. All returning members of an intercollegiate team must complete and turn in a Medical Update Form before beginning participation.

3. All athletes who suffer an injury requiring treatment by the ONU staff or medical personnel must pass a reexamination by the Team Physician or the Head Athletic Trainer (and the student-athlete must demonstrate complete recovery before the start of renewed participation in the sport in a competitive setting).

4. Exclusion of athletes because of physical disability will follow the guidelines set down by the American Medical Association Committee on Competitive Sports.

Referral To Medical Specialists

If, in the opinion of the Team Physician or Athletic Trainer, an athlete should be referred to a medical specialist for consultation, the following procedure will be followed:

1. A conference will be held with the student-athlete in question to discuss the situation.

2. The athlete will be advised of the recommended specialist and given an opportunity to see one of his choosing, if desired. Insurance coverage may not cover part or all of the costs of seeing medical specialists in areas outside of specific geographical areas of Ohio.

3. The Athletic Trainer will make the appointment with the designated specialist if directed to do so by the Team Physician.

4. Transportation arrangements will be made by the Head Coach in consultation with the Athletic Trainer.

It is the responsibility of the entire coaching staff in each sport to support the athletic training staff and the Team Physician and the physicians to whom athletes are referred. It does absolutely no good to "bad mouth" physicians in Lima or area communities because a particular coach does not happen to "like them" or feels that specific "Clinics" elsewhere would be "the only route to go". Medical decisions shall be made by the Team Physician and athletic training decisions shall be made by the Athletic Trainer and coaching decisions shall be made by the various coaches and department administrative decisions fall upon the Athletic Director.

More harm than good might result from an overzealous attitude of individual coaches to get athletes back to competition when competent medical advice recommend otherwise — regardless of whether the physician is located within 30 miles or at a distance of 300 miles. Remember the definition of an expert — someone who works 300 miles "down the road".

The physical examination is effective for one year; however, the University physician may re-examine and change the athlete's eligibility status at any time. The athlete must present to the Head Coach of his/her sport and the Equipment Manager/Athletic Trainer the student's ATHLETE PARTICIPATION AUTHORIZATION CARD approving the student-athlete for participation prior to drawing equipment or working out as a team candidate.

Students who have sustained injuries to any of the following areas: the head, neck, back, shoulder, knee, internal organs or recent (one year prior to becoming a candidate for the team) fractures, dislocations, or severe sprains are required to report these injuries to the Athletic Trainer or to the Team Physician. Student-athletes who have had an infectious disease during the previous calendar year must report this illness to the Athletic Trainer or to the Team Physician.

An athlete reporting such an injury or illness is subject to examination by the Team Physician or University Health Center prior to being given permission to become a team candidate. Failure to report such injuries or illness relieves the University and staff members of all liability in the event that the athlete sustains a subsequent injury or re-injury to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the University Team Physician.

Loss of one of any paired organ (example: eye, kidney, testicles, etc.) shall disqualify one from participation on any intercollegiate team sponsored by Ohio Northern University unless the athlete received written permission to participate from the University Team Physician and the Athletic Director.

Liability For Injuries

The University's liability for medical expenses resulting from injuries sustained by athletes participating in intercollegiate athletes as bona fide members of the athletic teams of this institution is defined as follows:

Liability is extended to cover only those injuries reported to the Athletic Trainer within one (1) day from the injury producing accident, Liability is further restricted to those injuries received during the athlete's season which in the opinion of the University Team Physician, Athletic Director and Athletic Trainer are DIRECTLY ATTRIBUTABLE TO PARTICIPATION IN INTERCOLLEGIATE ATHLETICS WHILE A FULL-TIME STUDENT AT OHIO NORTHERN UNIVERSITY.

The University and the Athletic Department shall be responsible only for those injuries sustained by bona fide athletic team members whose injuries are covered by the University's athletic insurance policy. In no instance shall the University or the Athletic Department or the Coaching or Athletic Administrative Staff be responsible for any injury or expense which is not covered by the department's athletic policy. The student-athlete assumes total responsibility for all costs over and above the amount paid by the available insurance coverage.

Authorization For Medical Service

Authorization for medical services needed as a result of an injury or illness attributable to participation in intercollegiate athletics must be obtained in advance of such services. Arrangement for the care of injuries requiring medical attention following the athlete's drop out or graduation must be made prior to his "drop out" or "graduation".

Authorization is obtained by procuring from the Athletic Trainer or University Team Physician a referral slip, authorizing the needed medical services. In instances of emergency and when the University Team Physician or Athletic Trainer cannot be contacted, the athlete may obtain medical attention on his/her own, however, the University Team Physician and Athletic Trainer must be notified by the athlete in writing within seven (7) days of obtaining such services.

## Student-Athlete Conduct

The primary purpose for attending Ohio Northern University is to secure the advantages and benefits accruing from the educational programs and experiences which the institution provides.

Thus, the prime responsibility is towards the successful meeting of all academic requirements. An athlete is expected to perform at his/her best in his/her sport, so that the individual is likewise expected to perform at the individual's best in all areas of the academic and social life of the University.

Although athletics is an integral part of a person's educational experience, it must never transcend one's educational purpose for choosing Ohio Northern University for one's advanced education. As a member of an athletic squad at ONU, the student-athlete becomes a representative of the athletic department and the University. As such, each student-athlete is expected to assume certain responsibilities in addition to those expected of all students at the University.

1. It is expected that the student-athlete shall conduct himself/herself in such a manner as to bring credit to the individual, the athletic department, and the University. All student-athletes are to conduct their lives on and off the campus in such a fashion as to bring credit and honor to themselves, their families and to the institution at all times. Proper dress, grooming, language, and actions will enhance the image of Ohio Northern University.

2. Progress toward graduation at ONU can be accomplished by taking the normal academic load and the appropriate classes each quarter. Attendance at all classes is vital. The athletic department's goal is to see that each student-athlete successfully completes his/her coursework and receives the coveted degree, within a reasonable time span, that the student-athlete is working towards at the University.

3. Since the action of one individual reflects upon the University, the team and the athletic department, it is the duty of each member of the squad to discourage irresponsible conduct on the part of a teammate. Athletes are expected to practice good sportsmanship during all practices and games. Coaches are expected to forbid "hot-dogging" or poor behavior at all times.

4. No athlete shall abuse drugs of any type. Failure to abide by this rule will result in immediate <u>disciplinary</u> action.

5. Each athlete is personally responsible to the University for the care of equipment and apparel that is provided in each sport. ONU has a policy of purchasing the finest equipment available in order to protect the athlete and to enable each athlete to perform to the

best of the individual's ability. Therefore, equipment and supplies should not be abused at any time. Under no condition should equipment or apparel be appropriated for personal use. All equipment and supplies are to be returned to the Equipment Manager or appointee as soon as the season is completed or when it is requested to be returned.

6. Members of the traveling squad are to be properly dressed and groomed at all times. The coach will inform the team members on how to dress for home and away contests.

7. Team members will travel, room and eat with the team unless the Head Coach and/or Athletic Director approve of other arrangements prior to the trip. Members of the traveling party must be on their best behavior at all times. Any exception to this rule will be cause for suspension or dismissal from the squad.

8. The Head Coach of each sport -- and through the coach the Athletic Director -- is responsible for the actions of all athletes. Any athlete may be removed from the squad at the discretion of the Head Coach and Athletic Director for conduct detrimental to the team and/or Ohio Northern University.

   An old time "rule of thumb" might be appropriate here. WHEN THE INDIVIDUAL HURTS HIMSELF/HERSELF THE COACH SHALL ATTEMPT TO KEEP THE INDIVIDUAL. WHEN THE INDIVIDUAL HURTS THE TEAM AND/OR THE UNIVERSITY, THE INDIVIDUAL REMOVES HIMSELF/HERSELF FROM THE ATHLETIC PROGRAM.

9. The student-athletes must acknowledge that any team, to be successful, must be well coached, highly disciplined, and composed of players who take great pride in individual and team performance. Each participant must dedicate himself/herself to the proposition that the success of the team is more important than individual, personal glory. As a result, the individual student-athlete, an as individual involved in athletics at ONU, must be willing to make personal sacrifices for the good of the "team".

10. For those individuals willing to accept the responsibilities necessary to be an athlete at ONU, the end result shall be that those persons shall leave the University environment better persons. Hopefully, as a result of such athletic participation, these individuals will also possess qualities which will benefit them for the rest of their life.

Disciplining of Players

1. Any severe disciplinary action taken against a team member or members shall be reported in writing to the Athletic Director within 24 hours of the action imposed by the individual coach.

2. The dismissal or suspension of any team member should be discussed with the Athletic Director prior to the disciplinary action whenever possible. The reasons for dismissal or suspension must be adequately documented -- and reported in writing -- to the Athletic Director.

3. No statement will be made to any segment of the news media concerning the disciplining of any team member before it is cleared with the Athletic Director. If it is felt that a statement is necessary it will be released through the Sports Information Director after approval from the Athletic Director.

4. An athlete who has a grievance that has not been settled to his/her satisfaction by the coach shall have the privilege of discussing the grievance with the Athletic Director, and through the Athletic Director, with the Athletic Advisory Committee.

5. All coaches are expected to familiarize themselves with the statement of policy concerning Due Process for student-athletes. This statement is provided below.

   Each student, student-athlete and staff member shall be granted due process. Any individual (student or employee) who believes he or she has been discriminated against, denied a benefit or right, denied due process, or excluded improperly from participation, in any departmental (HPE & A) education program or activity, may lodge a formal grievance within the HPE & A department by following the procedures cited below.

   The department encourages the use of pregrievance meetings with appropriate staff members and/or the Departmental Administrator prior to the filing of a formal grievance with the Chairperson/ Athletic Director.

Formal Grievance Procedures:

1. Submit a written complaint to the Chairperson/Athletic Director, Dr. William F. Stier, Jr., (King-Horn Convocation and Physical Education Center, Ada, Ohio 45810) with specific details and corresponding dates being a part of that specific presentation.

   Within ten working days of the filing of the grievance, the Chairperson/Athletic Director shall -- after gathering available facts -- provide a written grievance answer to the complainant.

   If the complainant is satisfied the situation is "closed".

2. Following the written response outlined in (1) above, the complainant, if still not satisfied, has five days in which to appeal in writing to the Chairperson/Athletic Director and to request a conference with the Chairperson/Athletic Director or his designee. Said conference shall be at a mutually agreed upon time and place. The results of such a conference shall be put in writing by the designee of the Athletic Director/Chairperson or by the Athletic Director/Chairperson himself. The written results of the conference shall be forwarded to the complainant within five working days following the conference. This hearing is an informal hearing and may be continued by mutual agreement of the complainant and the Chairperson/Athletic Director.

If the complainant is satisfied the situation is "closed".

3. If the complainant remains unsatisfied after completion of step two cited above the matter may be further referred by the complainant within five days, in writing, to the Chairperson of the Athletic Advisory Committee. This Chairperson shall bring before the Athletic Advisory Committee the written results of previous meetings along with the written statement of the complainant for a meeting.

   A written summation of that meeting and possible solutions will be furnished by the Chairperson of the Athletic Advisory Committee to the complainant no later than ten working days following the meeting of the Athletic Advisory Committee dealing with the grievance of the complainant.

   If the complainant is satisfied the situation is "closed".

4. If the complainant remains unsatisfied, he/she may submit within ten days an appeal in writing to the Chairperson of the Athletic Advisory Committee citing the reasons supporting this final appeal.

   A meeting, at a mutually agreeable time, will be scheduled between the Athletic Advisory Committee and the complainant. Additional persons may be present for fact finding and clarification. A written summation of that meeting and possible solutions will be furnished to the complainant no later than ten working days following this meeting.

   The decision of the Athletic Advisory Committee shall "close" the situation.

## Code Of Conduct And Appearance

Codes of Conduct and Appearance shall be formulated by each athletic squad in collaboration between the coach(es) and squad members (subject to approval of the Athletic Director) prior to the start of the season. Once developed, the rules and code shall be adhered to and are enforceable by the coach(es).

## Student-Athlete Regulations

Participation in the intercollegiate athletic sports program at Ohio Northern University by a student-athlete is an important facet of a young person's college career. Athletics are somewhat unique due to the fact that success in team (and so-called individual) sports is based upon cooperation, loyalty, discipline, and a close relationship between player and coach.

To benefit completely and contribute extensively, a player must be willing to make personal sacrifices for the betterment of the team. Although a coach at Ohio Northern University should always be interested and concerned with the academic and athletic progress of each student-athlete, the coach must at times place the welfare of the entire team before the personal interests of a single student-athlete or coach. It is within this framwork that standards for athletic competition/participation have been established.

Each Ohio Northern University student-athlete should read and fully understand each of the following statements.

## Eligibility Of Athletes

A student-athlete may be suspended, dismissed or declared ineligible for intercollegiate competition for the following reasons:

1. Failure to participate in practice sessions or carry out assignments as set by the coach (training regulations, etc.).
2. Failure to participate in a scheduled athletic contest.
3. Voluntary withdrawal from the team or lack of a physical examination.
4. Failure to attend classes as prescribed by Departmental or University policy. Failure to be a full time student (12 hours).
5. The violation of ONU's rules and regulations as they pertain to the student body.
6. Failure to observe the general standards of appearance as established by the coaches and players in cooperation with the Athletic Director.
7. Participation in an activity which disrupts a University sponsored activity.
8. Conviction of a serious crime (felony), or repeated misdemeanors.
9. Harassment of the coach, team, or employee of the University.
10. Failure to regain good standing and rejoin the team after being suspended for conduct or appearance not acceptable to the coach or the athletic department.

The coach's decision to suspend, on grounds other than above, is appealable to the Athletic Director, and through the Athletic Director, to the Athletic Advisory Committee.

## Office Procedures

The central departmental office/receptionist area will have the following office hours: (during the school year - September - May)

Monday through Friday: 8:30 a.m. to 12:00 noon
1:00 p.m. to 5:00 p.m.

It is understood that athletics, intramurals and extra-curricular activities (as well as some curricular involvement) require many hours at nights and on Saturdays and Sundays. Thus, there will necessarily be some irregularity in the office hours of individual staff members. It shall be the goal of the department to have student employees staffing the receptionist area during the noon hour to meet the needs of the University community during this time.

The important thing is that the individual assignments within the department are completed on time and in an adequate fashion. Staff members shall have on file in the office at the start of each quarter a copy of the staff member's teaching hours and office hours.

It is imperative that the Athletic Office know of each staff member's whereabouts in case that an individual must be reached. Adherence to this policy is necessary if the effectiveness and efficiency of the academic and athletic arenas are to remain at a significant level. Any day that a staff member will not be in one's office, the receptionist should be made aware of this fact and steps should be taken so that one's tasks are "covered" within the HPE & A department.

If a staff member will be absent from a class, the individual shall (through the director's office) make appropriate plans for the class and the assignment(s) to be covered by another professional staff member or other appropriate manner. The ABSENT FROM CLASS FORM shall be filled out by a staff member (three copies) and given to the HPE Chairperson prior to the absence (if at all possible). The Chairperson forwards one copy to the Dean of Arts and Sciences. If a faculty member becomes suddenly ill the individual should call or notify the Chairperson so that the schedule may be "covered".

Remember, it is embarrassing to tell someone that an individual is in their office when they are in some other part of the building or elsewhere on campus. If one plans to be away from the office or building for an extended period of time, one should attempt to leave a number where he/she can be reached. Or, one should inform the receptionist of the anticipated return time. THIS IS A VERY IMPORTANT PRACTICE.

### Telephone Messages And Calls

When a staff member returns to the office after an absence, it is suggested that the mail box be checked for mail and for messages. When phone messages are received, they should be returned promptly. It is exceedingly embarrassing and reflects poorly upon the department to have the same party calling time after time when they know that the staff member has received their messages. If one is expecting an important call, let the receptionist know.

Specific Events And Announcements

If a staff member is associated with a special event and there has been either a change or a cancellation (including practices), it is essential that the receptionist is notified. When phone calls come into the department the receptionist shall then be in a position to adequately and promptly respond to questions regarding the special events without having to bother the individual staff member.

Office Supplies

If office supplies are needed, the receptionist should be asked to obtain such items for staff members. If a staff member does go directly to the office supply cabinet (without going through the receptionist), it is helpful to leave a written note of which items were taken from the cabinet so that the receptionist may maintain an accurage and perpetual inventory.

Greeting Visitors to King-Horn

Visitors With Appointments--Visitors Without Appointments

1. Make all visitors feel welcome. (SMILE)
2. Ask if they have appointment.
3. Obtain NAME and STAFF MEMBER to be visited.
4. Ask them to be SEATED.
5. If coffee is available, offer them some coffee. Hang up coat, hat.
6. Call staff member on phone/speaker system and have the staff member come to the receptionist area to greet visitors and TAKE THEM BACK TO THE STAFF MEMBER'S OFFICE OR TO THE SITE WHERE THE MEETING IS TO TAKE PLACE.

UNDER NO CIRCUMSTANCES SHOULD A VISITOR BE SENT BACK TO THE STAFF MEMBER'S OFFICE.

VISITORS WITHOUT APPOINTMENTS SHOULD BE GIVEN THE COURTESY OF ALL VISITORS AND SHOULD BE SEEN BY THE STAFF MEMBER IF AT ALL POSSIBLE. IF IT IS NOT POSSIBLE FOR THE STAFF MEMBER TO MEET WITH THE UNANNOUNCED VISITOR THEN THE RECEPTIONIST SHOULD MAKE AN APPOINTMENT FOR A FUTURE DATE. SMILE-ALWAYS Also, perhaps someone else might be able to help the visitor(s).

Secretarial Assistance

Secretarial assistance (student employees and/or professional secretarial staff) is available to all staff members. Student employees will be assigned by the Financial Aid Director to the department in direct response to requests made by individual staff members through the Departmental Administrator.

Secretarial tasks which should be completed in a confidential manner should be given to the professional secretaries as should such tasks which

require the highly technical skills of a professional using sophisticated tools and equipment. Other tasks not requiring sophistication might be completed adequately by student employees assigned to the department. Of course, individual staff members possessing competency in secretarial skills should be able to adequately and willingly perform many tasks for themselves.

Telephone

Monthly telephone service represents one of the largest items in the monthly athletic administration budget. It is, therefore, recommended that all staff members keep not only the number, but the length of the long distance calls to a minimum.

All calls should be made on the watts line (if at all possible). If this is not possible, the calls should be made with the individual athletic sports billing number. With the individual athletic sports billing number (new in 1980-81) it is now possible for the institution to determine accountability for phone useage.

NO PERSONAL LONG DISTANCE CALLS ARE ALLOWED ON THE INDIVIDUAL SPORTS BILLING NUMBERS (paid for by ONU). NO STUDENT-ATHLETES ARE ALLOWED LONG DISTANCE USE OF UNIVERSITY TELEPHONES VIA THE SPORTS BILLING NUMBERS. And, athletic staff members shall not disclose their individual athletic sports billing numbers to ANYONE.

The new proposed University phone system will necessitate significant changes in the phone policy of the HPE & A department. The anticipated change is scheduled for the fall of 1981.

Programs/Sales

Program sales are the responsibility of the Sports Information Director following approval by the Athletic Director of the group or individual(s) approved to actually sell the programs. For those individuals and groups selling the programs, there shall be 50% of the gross profit paid by the University for selling basketball programs and 25% of the gross profit paid by the University for selling football programs.

The SID is responsible for obtaining the programs, counting them, issuing them to salespersons, obtaining change for sellers, checking back programs and money, and making out a sales report and submitting the report and cash to the business office.

Athletic Sport Managers

The coach of each sport is responsible for finding managers to service that sport. It is preferred that the manager be someone truly interested in the sport as there shall be no remuneration for serving as manager other than the close association with the team members and coaches and traveling with the team. The duties and responsibilities of managers might include:

1. Care of equipment/supplies -- bringing equipment and supplies to practice site and returning same to storage following activity. Checking status of equipment/supplies.
2. Distributing uniforms by number to players and picking up uniforms immediately after game/contest to wash, store and get ready for reissue.
3. Keep statistics.
4. Performance of other tasks assigned/requested by coaching staff.

Since student managers at this university are all volunteers who receive no financial remuneration for their services, the number available each season may vary from sport to sport. Student managers receive the same award as any freshmen or varsity athlete, as a reward or tribute for a job well done except that it is a "student manager award". It is expected that all managers shall be cheerful (SMILE), hard working and responsible. The presence of a competent manager can be instrumental in the success of the team just as the presence of a competent team member can be instrumental in the team's success. The good, quality, loyal managers shall be treated with respect by coaches and team members and appreciated for the contributions they provide to the individual athletes and individual sports programs.

Passes To King-Horn Convocation And Physical Education Center

Passes to the King-Horn facility may be obtained through the receptionist's office located on the second floor of King-Horn. Special week-end passes are available for guests of University staff and students. Additionally, special family passes for faculty and staff are available upon request.

## Tenure & Promotion Of HPE & A Teaching Staff

### Tenure Criteria

### Day To Day Operational Responsibilities

1. Attendance at local, state, regional and national professional meetings and conferences.
2. Satisfaction of the individual's job description.
3. Cooperation within the department and support of the department's goals and objectives.
4. Acceptance and adherence to the rules, policies, practices of the department and the administration of the department and of the University.
5. Assistance to fellow professionals within the department.
6. Competency in budgetary matters, planning, implementing and evaluating the fiscal process.
7. Administrative competence within the faculty member's area(s) of responsibility.
8. Demonstration of conceptual skill in the day to day responsibilities assigned within the University.
9. Participation in the activities of the department in terms of data required/requested, tasks assigned, timeliness of requests met, and quality of assistance provided.

### Academic Responsibilities

1. Teaching competency.
2. Advising competency.
3. Curricular contributions.
4. Student evaluations of teaching ability.
5. Contributions to the addition of or continuation of curricular offerings by the department and University.
6. Additional academic work.

### Professional Advancement

1. Contributions to the profession itself via any one of a variety of methods (publications, membership in organizations, officer in organizations, etc.).
2. Attendance at departmental and University meetings.
3. Self-evaluation by the faculty member.
4. Additional experience beyond the confines of the University which is related to the professional disciplines within the department.

### Contributions To The Department, To the University.

1. Contributions to the department, college, University and students through a variety of activities. Such activities should be listed by the faculty member seeking tenure.

2. Contributions to the professional literature.
3. Peer evaluations within the department of Health and Physical Education from those who are not at the same or higher academic rank (optional). Peer evaluation by members of the same and higher rank is required.
4. Peer evaluations from outside the department of Health and Physical Education. These peer evaluations outside the Health and Physical Education department could be within the University and/or outside the University.
5. Continued promise of significant contributions to the department, the University and the profession.
6. Serving on committees and ad hoc committees and study groups.

## Promotion Criteria

The criteria utilized for the determination of tenure are also used for the determination of promotion along with the following ten additional general criteria under ATHLETIC RESPONSIBILITIES.

### Athletic Responsibilities

1. Competency in coaching.
2. Evaluation by student-athletes.
3. Recruiting accomplishments.
4. Ability to work successfully and meet the objectives of one's areas of responsibility with the allocation of resources provided by the University for the athletic department.
5. Contributions to athletic camps.
6. Contributions to athletic clinics.
7. Contributions to general well being and progress of the athletic department in the department's efforts to reach goals and objectives.
8. Continued educational experience.
9. Advanced degrees and/or course work.
10. Faculty evaluations (written, signed) from peers within the department who are at a higher academic rank than the individual who is seeking a promotion in rank.

The faculty member seeking promotion to a higher rank shall provide a written justification/rationale supporting the individual's request for promotion. The recommendation process for promotion shall originate in the department by the faculty member desiring to be considered for promotion. All recommendations shall be confidential to the Chairperson.

The faculty member seeking tenure (within the department) shall submit in writing a request to the Chairperson. The Chairperson shall seek written, signed (confidential) recommendations from all tenured and non-tenured faculty members who are at or above the rank at which the individual seeking tenure currently holds academic rank within the University. In the event the chairperson is seeking tenure, the written, signed recommendations are to be forwarded directly to the Dean of the College of Arts and Sciences. The individual seeking tenure shall provide in writing the rationale and justification on which the request for tenure shall be considered.

## Governmental Regulations

### Title IX

The Ohio Northern University Athletic department and the Health and Physical Education department shall adhere to all of the provisions of Title IX.

No person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be treated differently from another person or otherwise be discriminated against in any intercollegiate, club or intramural athletic programs at ONU.

### Section 504 Of The Rehabilitation Act Of 1973, As Amended

The Health and Physical Education and Athletic department shall follow all of the provisions of Section 504 of the Rehabilitation Act of 1973.

Specifically, Section 504 provides that:

1. there be no discrimination on the basis of handicap
2. opportunities for full participation be available, and that the institution be flexible and exercise common sense in eliminating program barriers that do exist in individual instances
3. program accessibility is the key to Section 504 in that all programs, activities, and services must be accessible to handicapped persons, and
4. the handicapped person has a right to function in the "most integrated setting appropriate"

Appendix I

HPE & A Staff Members Biographical Information

Full Name: _____

Position & Title: _____

Date and Place of Birth: _____

Education: (include degree(s), major, institution, dates attended & graduated)

1. High School _____
2. College(s) _____

_____

3. Graduate Work _____

_____

_____

Previous Coaching & Employment (position, location, years)

_____

_____

_____

_____

Listing of Honors and Achievements in Teaching, Coaching and Administration (include the year the honor was received)

_____

_____

_____

_____

College Athletic Background (include sports, letters, honors, records, etc.)

_____

_____

Marital Status: _____ Family: (include spouse's name and names and birth dates of all children) _____

_____

_____

Parents: (include name and address. If deceased, please indicate)

_____

Publicity Outlets: (what newspapers/TV/Radio outlets should be kept aware of your activities?)

_____

_____

_____

Additional Information: (use other side if necessary)

Appendix II

## Athletic Questionnaire

The information requested here will be used in compiling press books, releases, etc., should your performance merit supplying information to press, radio and TV. If you do not provide the information, the Sports Information Office may not be able to share such information with the news media. For that reason, it is recommended that you answer those questions which you would not mind having shared with the media.

Name: (as you wish it to appear in releases and publications)
Full Name:_____ Home Town:_____

Height:_____ Weight:_____ Date (MO.DAY.YR.) of Birth:_____

Parents' Names: Father_____ Mother_____
(if parents are separated or divorced, or one is deceased, please note on back)

Parents' Home Address:_____

Brothers and Sisters: (give names and ages)_____

_____

High School Attended:_____ Sports:_____

Coach(es): (list coach for each varsity sport played)_____

_____

Varsity letters in each sport:_____

List the honors you won in your primary sport(s). Please be honest. It is indeed embarrassing to claim to have been something you were not and then to have it appear in print for all your friends to see. (MVP, captain, all-league).

_____

_____

Individual and/or team statistics (won-lost, averages, championships, etc.)

_____

College at ONU:_____ Major:_____

Personal Hobbies:_____ Church Membership:_____

Daily Newspaper(s) in home town:_____

Weekly or Area Newspaper(s):_____
Sports Columnists: (list by paper)_____

What colleges/universities did you seriously consider other than ONU?_____

_____

Has either parent or a brother or sister attended ONU?_____ If so, who and what years?_____

I hereby authorize the Registrar to release my grades directly to the Athletic Department for any reasonable purpose while I am an athlete. I understand that these records will be used with discretion and with no intent of malace toward me, the student-athlete. I also authorize the Athletic Department to release such information pertaining to my athletic status at ONU as may be required for reporting and publicity purposes.

Signature:_____ Date:_____

Please provide any additional information regarding your athletic activities on the back of this sheet as well as other facts of possible news interest.

Appendix III

Annual Report For Coaches

Sport:_____ Coach's Signature_____

Academic Year:_____ Date of Report:_____

1. Number of students who tried out for team who were "walk-ons"?_____
2. Number of recruited students who tried out for team?_____
3. Number of "walk-ons" who made team?_____
4. Number of recruited students who made team?_____
5. Number of final team members?_____
6. If any individuals left team or were dismissed please provide details on back of form. Did any athletes leave team or were any dismissed?_____
7. Submit a correct final roster with this report along with the recommendations of 1st, 2nd, 3rd, 4th year awards and special awards.
8. Please indicate whether there were any serious/major problems or difficulties at any time during the season._____

_____

_____

9. Please provide highlights of the past season: (include records broken/tied)

_____

_____

_____

10. Number of athletes returning next year and their year in school as of next year: Soph:= Junior:= Senior:=
11. Number of athletes who graduated or who will not be returning:_____
12. Number of letter winners graduating:_____ Number of non-letter winners graduating:_____
13. Recommendations and suggestions:_____

_____

_____

14. Recruiting plans for next year -- be specific in terms of needs and the attempts to meet these needs:_____

_____

_____

15. General Comments:_____

_____

16. Provide summary of contests played, results and final standings on back or on attached sheet(s). Is such information provided? Yes___ No__

cc: Athletic Director/File (2)

## ATHLETIC ITINERARY FORM

SPORT:_____ OPPONENT:_____

Date of Trip:_____ Destination:_____

Transportation Provided By:_____

TIME SCHEDULE:

_____ Departure Time

_____ Site of Departure

_____ Approximate Travel Time

_____ Approximate Arrival Time

_____ Pre-Game Meal(s)--site--_____

_____ Post-Game Meal(s) --site--_____

_____ Over Night Lodging -- site--_____

_____ Return Departure Hour

---

Please list names of all individuals comprising travel party on back or on attached sheet.

Are Names Of Traveling Party On Back Or Attached? Yes____ No_____

OTHER COMMENTS:_____

_____

_____

_____

NOTE: THIS FORM MUST BE COMPLETED AND GIVEN TO THE ATHLETIC SECRETARY AT LEAST 96 HOURS PRIOR TO THE DATE OF THE ATHLETIC EVENT.

Respectfully submitted by:_____
Head Coach's Signature

Date: _____

cc: Athletic Director
File

XZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZX

Signature of Athletic Secretary:_____ Date Received:_____

115

Date Professors were notified of students' involvement in activity:

NOTE: If this event is scheduled for a non-school day, secretary files form.

## HOME CONTEST TEAM ROSTER

SPORT:_____

Date of Home Contest:_____ Time of Home Contest:_____

Time when student-athletes are expected to report for activity:_____

_____

Please list names of all individuals comprising the ONU roster AND support group (managers, etc.) on back of this sheet or on attached sheet(s).

Are Names of student-athletes and support group on back or on attached sheet? Yes_____ No_____

OTHER COMMENTS:_____

_____

_____

_____

NOTE: THIS FORM MUST BE COMPLETED AND GIVEN TO THE ATHLETIC SECRETARY AT LEAST 96 HOURS PRIOR TO THE DATE OF THE ATHLETIC EVENT.

Respectfully Submitted By:_____
Head Coach's Signature

cc: Athletic Director Date:_____
File

ZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZXZX

Signature of Athletic Secretary:_____Date Received:_____
Date Professors were notified of student's involvement in activity:_____

Note: If this event is scheduled for a non-school day, this form is optional.

Please Print-Neatly

PERSONAL DATA INFORMATION SHEET

OHIO NORTHERN UNIVERSITY

Date: _____

NAME _____ Quarter _____ Sport _____

CAMPUS ADDRESS _____

CAMPUS PHONE _____

YEAR IN SCHOOL _____

HIGH SCHOOL _____

HIGH SCHOOL COACH _____

HOME ADDRESS _____ TOWN _____ STATE _____

PARENTS NAMES _____ NAME OF ACADEMIC ADVISOR AT ONU _____

| CLASS SCHEDULE | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| 8:00 - | | | | | |
| 9:00 - | | | | | |
| 10:00 - | | | | | |
| 11:00 - | | | | | |
| 12:00 - | | | | | |
| 1:00 - | | | | | |
| 2:00 - | | | | | |
| 3:00 - | | | | | |
| 4:00 | | | | | |

IMPORTANT: SIGNATURE OF STUDENT: _____

This form shall be completed (under Head Coach's supervision) by the student athlete for each quarter in which the athlete shall participate in intercollegiate athletic activities. The information contained on this form shall be utilized to inform University professors of the student's schedule and involvement (both home and away) in athletic activities. Please be sure the information on this form is accurate and that the names of all of your professors are listed for each of your courses.

Appendix VI

DRIVER AUTHORIZATION FORM

This is to authorize _____ to drive an Ohio Northern University vehicle for the purpose of transporting an athletic team to an University sponsored event during the 198__/ 198__ academic year.

The drivers license number of this individual is:_____

The license expires on:_____

Dated this_____day of_____, 19_____.

_____
Dr. William F. Stier, Jr.
Chairperson: Health and Physical Education
Athletic Director

## Audition Injury Release

I have requested an audition for the purpose of talent assessment. I understand that I will be asked to perform a variety of skills related to_____. I will only demonstrate those skills in which I have had previous experience and understand that I must communicate to Ohio Northern University coaching staff when I am unfamiliar with or unable to do a requested skill.

In accordance with AIAW rules and regulations, this audition has been granted. I understand the risks involved and have no physical impairments or disabilities that would make me prone to injury.

I further understand and agree that the Ohio Northern University Athletic Department and athletic staff and/or any University agent assumes no responsibility for an injury or illness resulting during the audition.

_____
Student's Signature

_____
Date

_____
Parent's Signature (if student is under eighteen years of age)

_____
Ohio Northern University Coach/Staff

STATEMENT OF AGREEMENT BY STUDENT-ATHLETE

I have read and understand the STUDENT-ATHLETE CONDUCT statement and the statement regarding ELIGIBILITY OF ATHLETES. I agree to abide by all of the stipulations set forth in these documents and in other University publications.

I also agree to return all Athletic Department equipment and supplies and items of clothing within one week after the conclusion of the sport or upon request.

I acknowledge receipt of the insurance information sheet describing the insurance coverage available to student-athletes.

In addition, I hereby authorize the registrar to release my grades directly to the Athletic Department for any reasonable purpose while I am a student. I understand that these records will be used with discretion and with no intent of malice toward the undersigned.

I also authorize the Athletic Department and Sports Information Department to release such information pertaining to my athletic status at Ohio Northern University as may be required for reporting and publicity purposes.

I acknowledge receipt of the ATHLETIC TRAINING RULES AND REGULATIONS and agree to abide by these stipulations at all times.

_____

Date:_____ Name of Student-Athlete

Appendix X

ABSENT FROM CLASS FORM

(by faculty member)

NAME_____ DATE_____

Absent from class(es)* on_____

Reason(s):_____

_____

Steps taken to adjust for absence from class(es):_____

_____

_____

_____

*Class(es) missed:

1._____

2._____

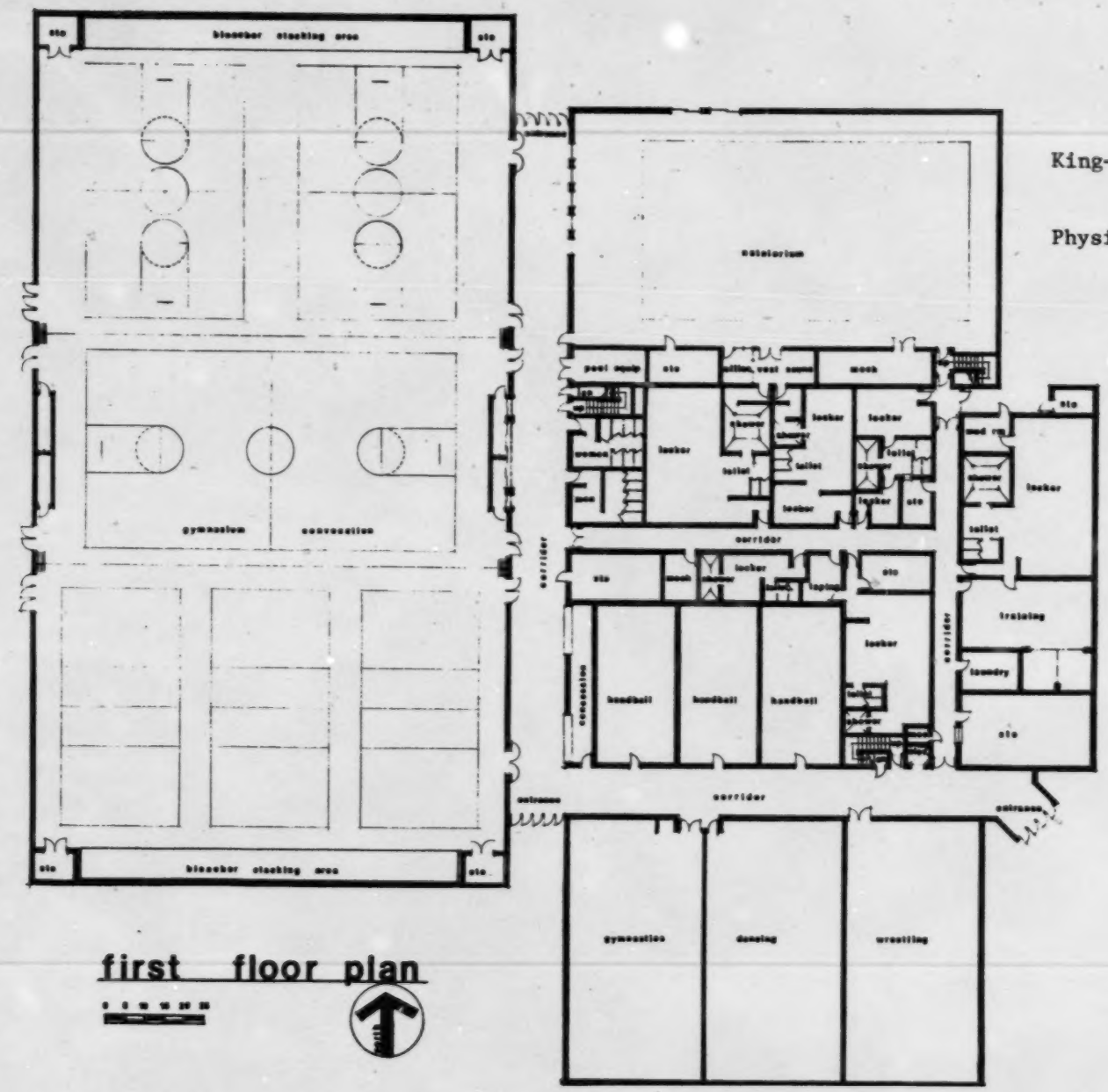
3._____

4._____

5._____

_____
Signature

PLEASE GIVE FIRST AND SECOND COPIES TO CHAIRPERSON



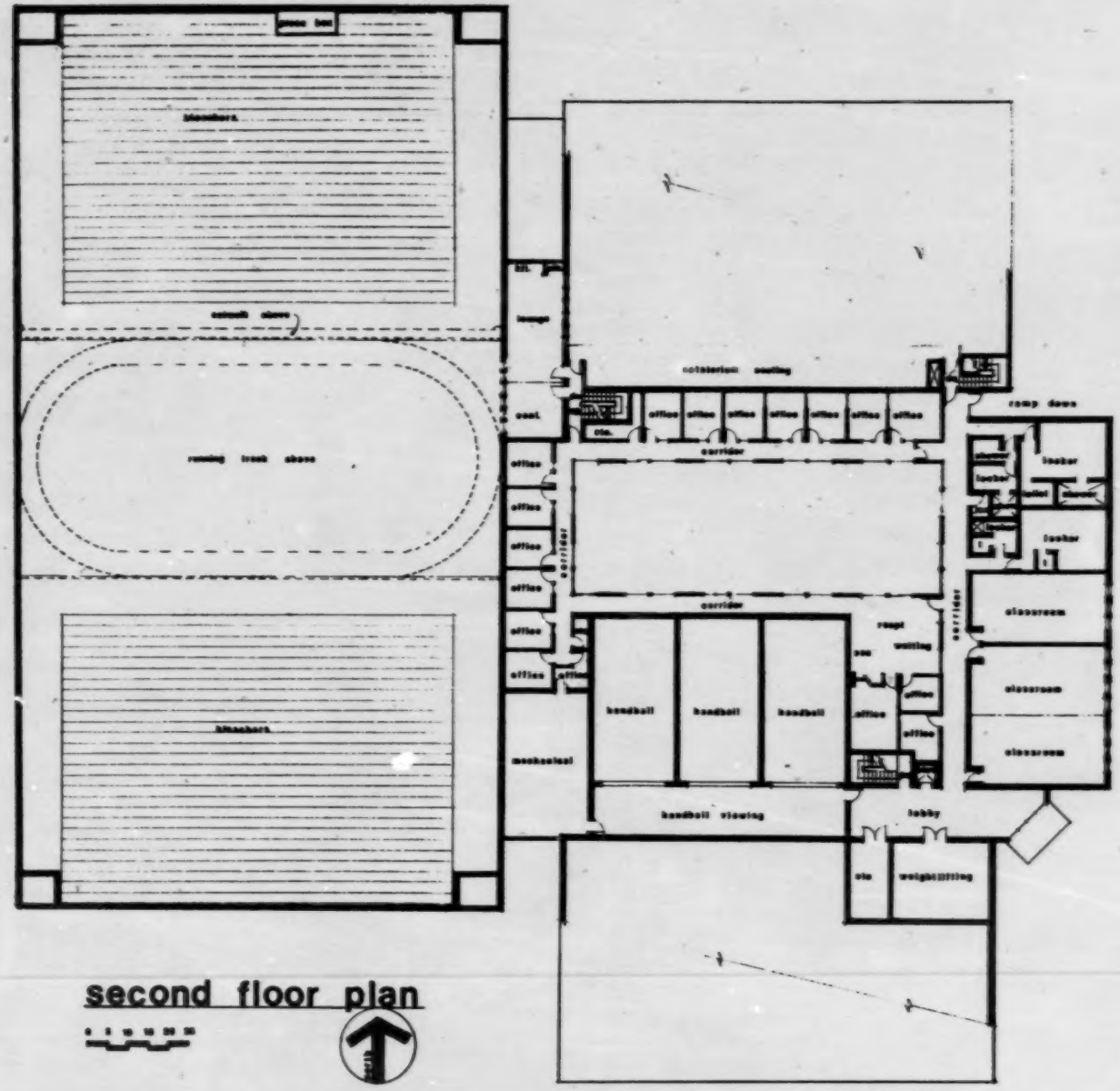

King-Horn Convocation
And
Physical Education Center

first floor plan

north

123

124




second floor plan

125

Ohio
Northern
University

King-Horn Convocation
And
Physical Education Center

126